
General Information about USC

Calendar

	Summer Session 2003
May 19-20	Registration
May 21	Classes Begin
May 26	Memorial Day, University Holiday
July 3	Thesis/Dissertation Submission
July 4	Independence Day, University Holiday
August 12	Classes End
	Fall Semester 2003
August 18-22	Open Registration
August 25	Classes Begin
September 1	Labor Day, University Holiday
November 4	Thesis/Dissertation Submission
November 27-29	Thanksgiving, University Holiday
December 5	Classes End
December 6-9	Study Days
December 10-17	Exams
December 18 -January 11	Winter Recess
	Spring Semester 2004
January 8-9	Open Registration
January 12	Classes Begin
January 19	Martin Luther King Day, University Holiday
February 16	Presidents' Day, University Holiday
March 9	Academic Honors Convocation
March 15-20	Spring Recess
April 2	Thesis/Dissertation Submission
April 30	Classes End
May 1-3	Study Days
May 4-11	Exams
May 14	Commencement
	Summer Session 2004
May 17-18	Registration
May 19	Classes Begin
May 31	Memorial Day, University Holiday
July 1	Thesis/Dissertation Submission
July 5	Independence Day, University Holiday
August 10	Classes End
	Fall Semester 2004
August 16-20	Open Registration
August 23	Classes Begin
September 6	Labor Day, University Holiday
November 1	Thesis/Dissertation Submission
November 25-27	Thanksgiving, University Holiday
December 3	Classes End
December 4-7	Study Days
December 8-15	Exams
December 16 -January 9	Winter Recess
	Spring Semester 2005
January 6-7	Open Registration
January 10	Classes Begin
January 17	Martin Luther King Day, University Holiday
February 21	Presidents' Day, University Holiday
March 8	Academic Honors Convocation
March 14-19	Spring Recess
April 4	Thesis/Dissertation Submission
April 29	Classes End
April 30-May 2	Study Days
May 3-10	Exams
May 13	Commencement
	Summer Session 2005
May 16-17	Registration
May 18	Classes Begin
May 30	Memorial Day, University Holiday
July 1	Thesis/Dissertation Submission
July 4	Independence Day, University Holiday
August 9	Classes End

Academic Calendars of the Professional Schools

Certain professional schools schedule the academic year according to differing calendars. These differences affect the deadlines for certain student actions (e.g., dropping or adding courses, registering for courses, obtaining refunds of tuition). Detailed information on these academic calendars is available from the individual schools.

Medicine

Consult the Office of Student Affairs, Keck School of Medicine for the academic calendars of professional medical degree programs. The graduate programs in biochemistry, cell and neurobiology, microbiology, pathology, physiology and biophysics, and preventive medicine follow the university calendar.

Dentistry

The academic year of the School of Dentistry is divided into three 14-week trimesters. The graduate program in craniofacial biology follows the university calendar.

Independent Health Professions

Programs in occupational science and occupational therapy and biokinesiology and physical therapy follow the university calendar. However, certain programs require entrance to a post-summer session.

USC Today

Located near the heart of Los Angeles, the University of Southern California is one of the nation's top private research universities.

Since its establishment in 1880, USC has conferred degrees on more than a quarter-million students — leaders who have helped Southern California grow to become a national trendsetter in public policy, economic and business affairs, urban planning and engineering, scientific research, health care and the arts.

Today, USC and its graduates are continuing this tradition of leadership — developing innovative classroom techniques, exploring new fields of scholarly investigation, and establishing a widening network of service and partnership among the nations of the Pacific Rim.

The traditional function of the university is to teach students — in the classroom, studio, laboratory, seminar room, on the playing field, and where they live. USC is committed to the principle that this educational mission is most effectively carried out in a context that encourages the creation of new knowledge.

USC places a premium on research and scholarship and on the professional and scholarly credentials of its faculty. Since 1969, the university has been a member of the Association of American Universities, the elective body that unites the 62 premier research universities in the United States and Canada.

USC is accredited by the Western Association of Schools and Colleges. Students may review the university's accreditation documents by contacting Jerome Walker, Associate Provost.

The university has traditionally performed a wide variety of roles in service to its communities — contributing to the welfare of its own members, as well as to Southern California and the nation. In particular, the university's network of affiliated hospitals and its partnerships with business and community organizations enable USC to make its expertise available to the community at large.

Academic Programs

The University of Southern California maintains a tradition of academic strength at all levels — from the earliest explorations of the undergraduate to the advanced scholarly research of the postdoctoral fellow.

USC offers bachelor's degrees in 76 undergraduate majors as well as master's, doctoral and professional degrees in 220 areas of study. Students may select from a variety of major degree combinations in the College of Letters, Arts and Sciences, in the Graduate School and under the direction of the university's 17 professional schools.

The heart of USC's liberal education program is the College of Letters, Arts and Sciences. The largest of USC's academic divisions — both in student enrollment and faculty — the college encompasses more than 30 academic departments and programs serving over 5,900 undergraduates and more than 1,500 graduate students. In addition to the undergraduate degrees offered by the college, many of the university's professional schools also offer bachelor's degree programs.

Faculty

USC has 4,200 faculty. In addition, approximately 2,300 volunteer faculty members are affiliated with the Keck School of Medicine of USC, and 335 volunteer faculty are affiliated with the USC School of Pharmacy. Research, teaching and service are supported by a staff of 7,500.

USC's faculty includes members of the National Academy of Sciences (8), National Academy of Engineering (21), National Academy of Public Administration (6), and the Institute of Medicine (9). More than 200 faculty members have received prestigious academic and professional awards from organizations as varied as the National Institutes of Health, the National Science Foundation, the Alfred P. Sloan Foundation, the John Simon Guggenheim Foundation and the Academy of Motion Picture Arts and Sciences. In 1994, USC Professor George A. Olah received the Nobel Prize in Chemistry.

Students

Diversity is the hallmark of the USC student community. USC students come from all 50 states and nearly 150 countries. There are 30,000 students enrolled at the university including 16,000 undergraduate and 14,000 graduate and professional students. In fall 2002, 54 percent of new freshmen were from California. Approximately 37 percent of the university's total enrollment is composed of American minorities; a further 17 percent are international students. USC is consistently

near the top among American universities in international enrollment. Among undergraduates, 50 percent are men, 50 percent are women.

The average SAT score of the 2002 enrolled freshman class was 1335. The average GPA was 3.96. In fall 2002, 154 freshmen were National Merit Scholars, 22 were National Achievement Scholars and 73 were National Hispanic Scholars.

USC students consistently earn nationally competitive scholarships and fellowships including Rhodes, Marshall, Fulbright and Truman scholarships.

Research Support

Each year, USC's distinguished faculty and modern facilities attract substantial external funding for educational and scientific research. USC currently ranks in the top 10 among private universities receiving government funding for research and development support and in the top 20 among all universities — with a 2002 total of nearly \$400 million.

Libraries

The USC libraries house nearly 3.7 million volumes, close to half-a-million government documents, more than 3 million photographs, and just under 6 million microforms, while subscribing to more than 30,000 current journals.

The largest of the USC libraries is the Doheny Memorial Library, which contains the research collections for most of the social sciences and humanities materials. The Doheny Library also houses the Research Services Center, Cinema-TV Library, the Music Library, Special Collections and the Boeckman Center for Iberian and Latin American Studies.

In addition to the Doheny Library, the USC libraries include a number of specialized research libraries that serve the unique research needs of the campus. Most of these are located near the school or department they serve. Three independent campus libraries are devoted to specialized collections for their respective professions: the Asa V. Call Law Library, the Eileen and Kenneth T. Norris Medical Library and the USC Dental Library.

The Thomas and Dorothy Leavey Library, one of the most technologically sophisticated libraries in the world, features: a core collection of books and journals, two electronic information commons with nearly 200 computer workstations, more than 50 collaborative workspaces, a hands-on learning classroom, a multimedia auditorium, and more than 1,400 reader seats in a variety of formal and informal arrangements. Designed to support undergraduate learning, Leavey provides faculty and students with tools to accomplish research using both traditional and electronic resources. Within Leavey, the James Irvine Foundation Center for Scholarly Technology provides faculty with assistance in using technology and information resources to develop materials for instruction and scholarly research.

The USC libraries have noteworthy collections in the areas of cinema, international and public affairs, American literature, regional history, marine science, philosophy, Latin American studies, and Korean studies. The Feuchtwanger Memorial Library features an extensive collection of Lion Feuchtwanger's own works along with the rarest books from his library. The USC libraries are also home to an extensive collection of photographs chronicling the history of Southern California.

The USC libraries are the administrative hub of the Southern California Electronic Libraries Consortium. USC is a member of the Research Libraries Group, an international association of major universities and research institutions. In addition, USC maintains borrowing agreements with Hebrew Union College, the Los Angeles County Museum of Natural History Library, California State University, Los Angeles, Caltech and UCLA.

A complete list of all USC libraries is available online at www.usc.edu/isd/libraries as well as an updated list of library hours. USC's digital library resources include a vast collection of article indexes, catalogues, dictionaries, encyclopedias, electronic journals and visual materials.

USC's online library catalogue, HOMER, is a catalogue of ISD's library materials (www.usc.edu/isd/homer/) that provides a list of books, periodicals, government documents and dissertations held in libraries on the University Park campus.

Reference services and access to electronic information resources are available in person and electronically from computers located within the libraries. Students can conduct their searches using important bibliographic databases, full-text resources, the online versions of campus publications, course materials and campus information.

Computing Resources

The Information Services Division (ISD) oversees the university's libraries, computer resources, telecommunications services, licensed database and software collections, and public computing centers and networks.

ISD is responsible for serving the community's technology needs for instruction and research, access to the Internet, email, and print and digital library resources at public computing centers. The centers are equipped with the latest technology to ensure that the USC community has access to the resources they need.

In order to access computing services and library privileges, new students must obtain a USCard. Students may apply for this identification card at the USCard customer service office located in the Commons lobby.

Home Connection

All the rooms in USC residence halls, as well as some areas of Leavey Library and the Marshall School of Business, are connected to ResNet, a high-speed computer network. The ResNet connection allows students to bypass their modem and enjoy free, high-speed (10 megabits per second) Internet access.

Students who live off-campus may access the Internet via a computer modem and the right point-to-point protocol settings. USC has more than 1,000 modems that students may dial-in to gain access to the Internet, free of charge.

USC's Virtual Private Network (VPN) Client is available to access restricted USC resources for students who use another Internet service provider. The applications can be downloaded from the "Software at USC" Web page.

TOTALe

The Trojan Online Teaching and Learning Environment (TOTALe) Web site (learn.usc.edu) is the online learning portal used by many USC professors to provide electronic copies of course materials, syllabuses, reading materials and handouts. TOTALe, also known as Blackboard, allows students to participate in an online discussion or take a quiz with automatic grading and immediate feedback.

Computing and Research Assistance

ISD's "Help" page (www.usc.edu/isd/help/) offers online computing documentation and a library user guides on a variety of topics. Printed guides are available in all library and public computing centers.

Computer Classes

Adventures in Information, an ongoing series of non-credit workshops on computer software and operating systems, is offered throughout the academic year at no cost to students. The hands-on training sessions cover popular topics including Web page creation, image editing, statistics software and the UNIX operating system.

Information about any of the resources and services provided by ISD is available online at www.usc.edu/isd/doc/start/.

USC Wireless

Most common areas at USC — including libraries, auditoriums and eateries — are configured for wireless technology. New locations are being added continuously. An updated list of the locations where students can connect without plugging in is available at www.usc.edu/isd/wireless.

To access the new wireless technology, users need an activated USC account and a wireless card, available at the University Bookstore. For ISD-supported cards, documentation is available at www.usc.edu/isd/wireless. The wireless card must then be registered at a public computing center or library and configured with virtual private network (VPN) software, which may be downloaded free-of-charge from <http://software.usc.edu>. The following computer platforms are currently configured to access the USC wireless network: Windows 9x, ME, NT, XP and 2000, Mac OS 9.0.4 through Mac OS X.

For more information about USC wireless, users may contact the Customer Support Center by calling (213) 740-5555 or emailing consult@usc.edu. Additional assistance also is available at the service desk of any public computing center.

Hospitals and Patient Care

The schools of Medicine, Dentistry and Pharmacy, and the health professions departments of Biokinesiology and Physical Therapy, and Occupational Science and Occupational Therapy train professionals in the health care fields, conduct original research in all aspects of biomedicine and health care and provide high quality patient care to the Southern California community.

Health care facilities on the Health Sciences Campus include the USC/Norris Comprehensive Cancer Center and Hospital, the USC University Hospital, the USC Health-care Consultation Center and the Doheny Eye Institute. The 284-bed University Hospital, owned and operated by Tenet Health-care Corporation — and staffed by USC

faculty — is an ultra-modern hospital that offers many specialized services and procedures that are beyond the scope of most community hospitals.

The Keck School of Medicine also provides medical staffing for the adjacent Los Angeles County+USC Medical Center, which ranks among the nation's largest teaching hospitals. Owned and operated by Los Angeles County, the medical center's specialized facilities include a state-of-the-art burn center, a Level III neo-natal intensive care unit, a Level I trauma service and an HIV/AIDS outpatient center that annually cares for more than 4,000 patients.

Community Relations

USC is an active partner in efforts to enhance the social, economic, physical and cultural aspects of the neighborhoods adjacent to both the University Park and Health Sciences campuses.

To carry out these efforts, the Office of USC Civic and Community Relations (USC-CCR) assists USC academic and administrative units to implement the five university community initiatives in partnership with community agencies, leaders and public officials. These initiatives encourage more USC employees to own and occupy housing in the immediate vicinity of the two campuses; strive to employ at USC more persons who live in the immediate neighborhoods; encourage more entrepreneurs to establish businesses in the immediate vicinity of the two campuses; provide special educational, cultural and developmental opportunities for children who live in the immediate neighborhoods; and work with neighbors, city and county officials, and the Los Angeles Police Department to provide safer streets in the areas surrounding the two campuses.

USC-CCR provides resources that strengthen the communities around USC's campuses, deepen USC's ties to these diverse communities, and foster positive relations between USC and those people who are most directly affected by USC's presence in these neighborhoods.

Approximately 300 community service programs administered by USC and affiliated institutions serve more than 437,300 persons and provide volunteer opportunities for more than 41,800 USC students, faculty, staff and alumni and friends each year. These volunteers contribute more than 1.2 million volunteer hours. Areas of activity include arts and culture, athletics and recreation, child care, children and family, business and economic development, communication and media, criminal justice and legal education, employment, environmental, health, housing, human

relations, legal, literacy, older adult, public safety, scholarships and awards, technology, volunteer and community service.

Model programs such as the USC Family of Five Schools, the USC Joint Educational Project, Kid Watch, USC Mission Science, Cleaning and Restoring Our Environment, and the Neighborhood Academic Initiative are a few of the innovative university-community partnerships that are making a real difference in the lives of the university's neighbors.

Information about these community service programs and data about the USC neighborhoods can be obtained on USC-CCR's Web site (www.usc.edu/dept/CCR).

From 1994 to 2001 USC employees contributed nearly \$3.3 million through the USC Good Neighbors Campaign, which benefited 111 USC-community partnership projects.

USC is committed to working in partnership with its neighbors to build a thriving and safe social and physical environment in Central and East Los Angeles.

Cultural Life

USC and its graduates play an important role in making Los Angeles one of the world's great centers for the arts. The schools of Music and Theatre produce a regular series of concerts, operas, musicals, plays and other events. There are three major music, drama and cinema theatres on campus. For up-to-date information on cultural events at USC, call the University Ticket Office at (213) 740-7111 or visit the arts Web site (www.usc.edu/info/arts).

Athletics

USC sponsors nine varsity sports for men and 10 for women, involving more than 500 of the nation's top-ranked athletes. In their pursuit of athletic and academic excellence, USC varsity teams have won more national championships than all but two NCAA member institutions: 16 women's team titles and 78 men's team titles — including eight unofficial football titles. USC is one of only three universities in intercollegiate athletic history to win at least five national championships in one year (1962-63 and 1976-77). Forty-eight USC athletes have been awarded NCAA postgraduate scholarships.

In Olympic competition, USC has fielded more athletes than any other institution. Since 1904, 335 Trojan athletes have participated in the Olympic Games, accumulating a total of 104 gold, 59 silver and 54 bronze medals.

At least one USC athlete has won a gold medal in every summer Olympiad since 1912, making USC the only university in the world with this distinction.

USC Alumni Association

All USC graduates are members of the USC Alumni Association, which is dedicated to serving the university's close to 200,000 alumni, lifelong and worldwide. Trojan alumni span all 50 states and virtually every region of the world and are leaders in their chosen fields. Distinguished alumni include former U.S. Secretary of State Warren Christopher, astronaut Neil Armstrong, architect Frank Gehry, opera singer Marilyn Horne, symphony conductor Michael Tilson Thomas, film director George Lucas, and baseball legend Mark McGwire.

The USC Alumni Association offers a broad portfolio of programs and services to help alumni stay connected to USC and one another. These include: a worldwide network of alumni clubs, career assistance, a searchable online alumni directory, free lifetime email forwarding, organized volunteer opportunities, alumni travel programs and class reunions.

The association was founded in 1923 and is headquartered in Widney Alumni House, the oldest university building in Southern California. For more information, call (213) 740-2300 or visit the USC Alumni Association Web site at <http://alumni.usc.edu>.

Environment

University Park Campus

Located at the same site since USC's establishment in 1880 on eight acres of land in the city of Los Angeles, the University Park campus has grown to its present size of 155 acres. Situated three miles south of the Los Angeles Civic Center, the campus is adjacent to the museums and recreational facilities of Exposition Park and is served by a network of freeways that provides access to most cultural, business and recreational areas of Southern California.

The University Park campus consists of 142 major buildings and residential halls totaling approximately 7.2 million gross square feet. Additional university buildings are located off campus, in the immediate vicinity.

Health Sciences Campus

Located three miles from downtown Los Angeles, the USC Health Sciences campus is a focal point for students, patients and scientists from around the world. Here a blend of clinical, classroom and laboratory resources combines to form a dynamic, interactive environment that is shaping the future of health care.

The 31-acre Health Sciences campus is home to the region's first and oldest medical and

pharmacy schools, as well as acclaimed programs in biokinesiology and physical therapy and occupational therapy. In addition to Los Angeles County+USC Medical Center, the primary teaching hospital for the Keck School of Medicine for more than a century, the campus includes several state-of-the-art patient-care facilities, among them USC/Norris Comprehensive Cancer Center and Hospital, USC University Hospital and Doheny Eye Institute. Activities of USC faculty, residents and students also extend beyond the campus — to affiliated hospitals and health care providers throughout South-

ern California, and to the USC University Park campus, a collaborative partner in numerous health sciences-related programs.

Other Locations

Other teaching facilities include the Hawaii Center, Orange County Center, Sacramento Center, and the Wrigley Marine Science Center on Santa Catalina Island.

Hawaii Center (808) 423-3123, 900 Hanger Avenue, Building 2060, Hickam Air Force Base, HI 96835-5246, Education.

Orange County Center (714) 752-5505, 2300 Michaelson, Irvine, CA 92612, Business, Education, Pharmacy and Social Work.

Sacramento Center (916) 442-6911, 1201 J Street, Sacramento, CA 95814, Policy, Planning, and Development and Education.

Wrigley Marine Science Center at Catalina (310) 510-1364, Wrigley Marine Science Center, P.O. Box 5069, Avalon, CA 90704

A Brief History

Los Angeles was little more than a frontier town in the 1870s, when a group of public-spirited citizens with a reverence for learning first sought to establish a university in the region. Although the “city” still lacked paved streets, electric lights, telephones and a reliable fire alarm system, the effort to create an institution of higher education in Southern California, led by members of the region’s Methodist Episcopal Conference, found an enthusiastic reception among the more far-sighted residents, who were eager to advance their community.

In 1879, three community leaders — Ozro W. Childs, a Protestant horticulturist; former California Governor John G. Downey, an Irish-Catholic businessman; and Isaias W. Hellman, a German-Jewish banker and philanthropist — decided to the Board of Trustees of the nascent University of Southern California 308 lots, which were located in an area designated “West Los Angeles,” near the intersection of Vermont Avenue and Exposition Boulevard. A portion of the land, which was located within the original land grant establishing “El Pueblo de la Reina de Los Angeles,” was to be reserved for the actual campus. Sales of the remaining lots would create an endowment to provide the seeds of financial support for the institution. More than an act of generosity, the gift of land was an expression of confidence in the future.

Era of the Founders (1880-1921)

Among the founders of USC, the prime mover was Judge Robert Maclay Widney, a leading Los Angeles businessman who had come to the area to practice law and develop real estate. It was Widney who, after 11 years, succeeded in forming a board of trustees for the future university and secured the donation from Childs, Downey and Hellman, which

enabled the new university to open in 1880 with 53 students and 10 teachers.

In 1880, Marion McKinley Bovard became USC’s first president, after serving as head pastor at the Fort Street Methodist Church in Los Angeles. Bovard presided over seven boom years prior to 1887 and then over five years of fiscal uncertainty and near collapse, until his death in December 1891.

The man who accepted the task of coping with the financial difficulties of the period was Dr. Joseph P. Widney, brother of Robert Maclay Widney and the first dean of the USC Medical School (1885-1896). Widney served the university for three years, asking little compensation. In 1895 he left the presidency to resume his medical practice.

During the successive presidencies of George W. White at the turn of the century and George Finley Bovard, brother of USC’s first president, the young university struggled to keep up with the demands placed on it by the rapidly expanding Southern California community. The population of Los Angeles had grown from 11,000 in 1880 to 319,000 in 1910. While, elsewhere in the country, the Carnegies, Cornells, Rockefellers, Vanderbilts and Stanfords were heavily endowing universities during the late 19th century, USC forged ahead largely on the energies of its faculty, deans, presidents and trustees.

During this period, the forerunners to today’s schools or departments of education, dentistry, law, music, fine arts, marine biology, sociology, philosophy, journalism, pharmacy, business, religion and engineering were all added to the university.

The years of World War I were difficult, demonstrating, as had the financial panic of the 1890s, that USC was vulnerable to economic cycles, but nevertheless resilient in difficult times. One bright spot of the period was that USC’s spirited athletic teams were, in 1912, officially dubbed the “Trojans” by *Los Angeles Times* sportswriter Owen R. Bird.

The von KleinSmid Era (1921-1947)

Rufus Bernhard von KleinSmid — or “Dr. Von” as he was affectionately known — became USC’s fifth president in 1921. By the end of his first decade in office, USC had attained full national accreditation, established a graduate school to unify graduate work across the university and had become a large non-denominational institution. Altogether, the von KleinSmid era lasted 27 years and included many pioneering academic ventures.

In 1919, the School of Architecture was established; in 1924, von KleinSmid established the nation’s first school of international relations; in 1929, the nation’s second school of public administration was established; and in 1929, the nation’s first program in cinematography was initiated. The first Ph.D. degree conferred in Southern California was given at USC in 1923.

The first priority of von KleinSmid’s administration was to expand professional training programs; however, the Great Depression had arrived at decade’s end, and once again, USC was forced to retrench. Army barracks were constructed on campus to supplement the nine major buildings von KleinSmid had built prior to the Depression years, and the curriculum was adjusted to a wartime emphasis in international relations, history, geography, languages, aerospace science

and the like. Crowded conditions were exacerbated by some 2,000 military trainees on campus by 1943.

After the war, the lack of space at USC actually grew worse, as the G.I. Bill brought former servicemen to the university for study. Enrollments soared from 8,500 in 1945 to over 24,000 in 1947. In 1946 von KleinSmid, then 70 years old, elected to step down and became chancellor of the university for life.

Era of Maturity (1946-1980)

As support for higher education increased, USC began a new, modern era which brought maturity and increased significance both nationally and internationally. President Fred D. Fagg, Jr. began the process by instituting modern cost-accounting practices, purchasing land near the Los Angeles County Hospital for a health sciences campus, and establishing a development office. Fagg also initiated the construction of six buildings, began an aggressive program of land acquisition and increased the library collection by two-thirds.

In 1958, Dr. Norman Topping became Fagg's successor, beginning two of the most dynamic decades in USC's history. Topping established a comprehensive planning commission which produced, in May 1961, the Master Plan for Enterprise and Excellence in Education. This courageous and forward-looking academic blueprint included a fund-raising goal of \$106,675,000 in new funds. Though Topping predicted the goal might take 20 years to accomplish, it was reached and surpassed in little more than five.

The crowning achievement of the Topping years was USC's election to the Association of American Universities, an organization made up today of 62 leading public and private universities. The AAU bases membership on general excellence with an emphasis on graduate and research programs.

When Topping stepped down in 1970, the mantle of leadership was passed to John R. Hubbard.

Hubbard charted his priorities as bringing USC to the highest level of academic excellence and distinction possible. Toward these ends, he launched an overwhelmingly successful fund-raising effort.

Though American higher education in the 1970s was characterized by lowered enrollments and a drop-off in funding, USC rose to new heights. Ten major buildings were begun or completed, USC's total number of endowed chairs and professorships rose to 67; applications for admission soared from 4,100 in 1970 to over 11,000 in 1979; and the mean grade point average for admitted freshmen rose to 3.4 on a 4.0 scale.

Great Expectations (1980-1991)

James H. Zumberge was inaugurated as the ninth president of USC on May 10, 1981, during a ceremony that was the capstone of a year of celebrations marking the centennial of the university.

Building on an academic planning process that began early in his tenure, Zumberge was instrumental in defining the goals that became the basis for The Campaign for USC, the biggest fund-raising program in the university's history. When the campaign concluded in June 1990, it had raised \$641.6 million in support of a wide variety of capital projects, had contributed more than \$188 million to the university's endowment and boosted annual support of university programs to unprecedented levels.

USC also made major strides in funding for research during the Zumberge years. Sponsored research funding grew from \$71.5 million in 1981 to \$174.5 million in 1990 — a 144 percent increase. Major research efforts, such as the USC-based National Center for Integrated Photonic Technology and the Southern California Earthquake Center, contributed significantly to USC's emergence as one of the nation's premier research universities.

Among the more than a dozen major new buildings completed during Zumberge's tenure were the Hedco Neurosciences Building, the General William Lyon University Center, the Cinema-Television Complex, the University Bookstore and Zohrab A. Kaprielian Hall, as well as major additions to the Architecture and Fine Arts Library and Law School. A new Teaching Library was in advanced stages of planning.

USC's Health Sciences campus also underwent dramatic transformations during the Zumberge Decade. It nearly doubled in size with the acquisition of land and existing buildings from Los Angeles County. As Zumberge stepped down, the USC/Norris Comprehensive Cancer Center, which opened in 1983, was in the final stages of fund-raising for a major building addition, and construction was nearing completion on the Richard K. Eamer Medical Plaza, a cooperative project of the university and National Medical Enterprises. The plaza includes the 284-bed USC University Hospital and the USC Healthcare Consultation Center.

Steven B. Sample (1991-present)

Steven B. Sample, the tenth president of the University of Southern California, inaugurated his tenure by establishing five priorities for USC during the 1990s. They include strengthening the quality of undergraduate education, developing the Health Sciences campus into a world-renowned center of

excellence in clinical research and care, recruiting a larger number of the best doctoral and post-doctoral students, expanding USC's tradition of public service by focusing on the neighborhoods immediately surrounding the two campuses, and improving the quality of USC programs and services while conserving resources.

Since Sample took office, USC has marked several major milestones. Chemistry Professor George Olah, director of the Loker Hydrocarbon Research Institute, won the Nobel Prize. The university enrolled the most academically talented freshman classes in its history, topped the \$200 million mark in sponsored research for the first time and completed a comprehensive, university-wide strategic planning process designed to take USC to the next level of academic excellence. It also mounted the second most successful fund-raising campaign in the history of higher education, raising nearly \$3 billion. USC became the only university to receive four separate nine-figure gifts in one campaign — \$100 million from Alfred Mann to establish the Mann Institute of Biomedical Engineering, \$120 million from Ambassador Walter Annenberg to create the Annenberg Center for Communication, \$110 million from the W.M. Keck Foundation for USC's School of Medicine, and a second gift from the Annenberg Foundation of \$100 million. In addition, several important new facilities have opened including the USC University Hospital, McAlister Academic Resource Center in Heritage Hall, the W.M. Keck Foundation Photonics Research Laboratory, the Thomas and Dorothy Leavey Library, and the USC/Norris Comprehensive Cancer Center expansion project. Under Sample's leadership, USC was named College of the Year 2000 by the editors of *Time* magazine and the *Princeton Review* for the university's extensive community-service programs.

President Sample has had a distinguished career that includes teaching and administration as well as research and its practical application. A graduate of the University of Illinois at Urbana-Champaign, Sample served on the faculty at Purdue University, then held administrative posts on the Illinois Board of Higher Education and at the University of Nebraska before assuming the presidency of the State University of New York at Buffalo. An award-winning scientist and inventor, Sample has consulted extensively for industrial firms. In 1998, he was elected to the National Academy of Engineering. He has received honorary degrees from a number of institutions, including Purdue University and the University of Nebraska.

Throughout his career, Sample has continued to teach. During his first year at USC, he co-taught a freshman seminar, "Science and Technology in Human Culture," and he has since taught junior-level classes in electrical engineering. Currently, Sample and Professor Warren Bennis co-teach the course "The Art and Adventure of Leadership." Sample is the author of the best-selling book *The Contrarian's Guide to Leadership*. He has also been involved

in community projects, taking an active role in a number of business, civic and social service organizations. The National Council of Christians and Jews (now renamed the National Conference for Community and Justice) of Buffalo, N.Y., recognized him in 1991 for his civic leadership and humanitarianism. An advocate of reform in the nation's public elementary and secondary schools, Sample chaired the Los Angeles Metropolitan Project (LAMP), a group of community and

education leaders which won a \$53 million challenge grant from Ambassador Walter Annenberg to accelerate local school improvement efforts. He currently serves on the boards of the Los Angeles World Affairs Council, Los Angeles Educational Alliance for Restructuring Now (LEARN), Project California of the California Council on Science and Technology, and the Coalition of 100 of Los Angeles, among others.

International Study Options

International Study Programs

USC's undergraduate international study programs, the majority of which are administered by the Office of Overseas Studies, enable students to learn in a different educational and cultural context. Programs are available for a semester or for an academic year. Some of the programs require a background in the language of the host country; others are conducted entirely in English. Units earned are considered USC units and affect residency in the same manner, however, overseas courses are not offered for general education credit. Students receive regular USC credit and may apply financial aid to any study abroad program described here. Please contact the Office of Overseas Studies located in the Office of College Advising, CAS, Room 120, (213) 740-3636, www.usc.edu/LAS/overseas, for complete information on USC's international programs.

Australia

Semester or Year in Brisbane

Founded in 1910, the University of Queensland is one of Australia's premier higher education institutions. Brisbane, with over 1 million residents, is Australia's fastest growing city. USC undergraduates enroll in regular university courses in a wide variety of subjects. Courses are available in the humanities, social sciences, science, business, engineering and information technology. Students may choose to live on campus, off campus, or in homestays.

Semester or Year in Canberra

Founded in 1946 and located in the capital city of Canberra, the Australian National University offers USC undergraduates the opportunity to study alongside Australian students for a semester or year. Courses are available in the schools of arts and letters, Asian studies, economics and commerce, engineering and

information technology, law, and science. Fine arts majors may pursue course work at the Institute of the Arts. The Australian National Internship Programme is available to students who wish to combine academics and practical experience in internships in Australian public bodies such as Parliament and the Australian Public Service or non-governmental organizations. Students live in university-affiliated residence halls.

Semester in Yungaburra

Through the School for Field Studies, students spend a semester based on a 153-acre site in a rain forest in the foothills of the Atherton Tableland in far northern Queensland, home to an amazing variety of exotic birds, plants and wildlife. Students work with local land care groups and research organizations to manage forest resources. Students enroll in four courses: rain forest Ecology, Principles of Forest Management, Economic Policy and Socioeconomic Values, and Directed Research. Students share four- to eight-person cabins.

Austria

Semester or Year in Vienna

In conjunction with the Institute for the International Education of Students (IES), USC undergraduates have the opportunity to study in Vienna, Austria. Students receive intensive German language instruction during the first three weeks of the program, then enroll for the remainder of the semester or year in courses offered by IES, including a German language course and four other courses taught in English. Students with advanced proficiency in German may opt to take IES courses taught in German, and may be eligible for courses at the Universität Wien. IES courses are available in such disciplines as art history, anthropology, business, economics, education, history, literature, music, political science and psychology, and are taught by distinguished faculty from various Austrian

institutions of higher learning and leading universities in Central and Eastern Europe. Music performance majors and talented musicians may audition for master classes and individual instruction at the Konservatorium der Stadt Wien. A variety of business and education internships is also available.

Brazil

Semester or Year in Salvador da Bahia

Students may spend a semester or year in Salvador da Bahia in northeastern Brazil through the Council on International Education Exchange. Salvador da Bahia, a city of 2.1 million, was once the capital of Brazil and is now considered the center of Afro-Brazilian culture. Students take courses directly at the Universidade Federal da Bahia and/or the Universidade Católica do Salvador. The semester and year programs begin with five weeks of intensive Portuguese language training before the start of regular university courses. Courses are available in such areas as anthropology, Afro-Brazilian studies, economics, history, literature, Portuguese language, religion, sociology and theatre. Students live with Brazilian families. Students who have completed four semesters of college-level Spanish are eligible to apply.

Semester or Year in São Paulo

Students may spend a semester or year in São Paulo, Brazil, a city of approximately 16 million inhabitants, through the Council on International Educational Exchange. Students take courses directly at the University of São Paulo, one of the largest and most prestigious universities in Brazil. The semester and year programs begin with five weeks of intensive Portuguese language training prior to the start of regular university courses. All courses are taught in Portuguese. Courses are available in such disciplines as history, geography, linguistics, literature, sociology, anthropology, archaeology, communications, and economics.

Students live with a Brazilian family. Students who have completed four semesters of Spanish are eligible to apply.

British West Indies

Semester on South Caicos Island

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in South Caicos Island, British West Indies. The SFS Center for Marine Resource Studies focuses students on issues of tropical marine ecology, principles of resource management, and environmental policy and socioeconomic values through a case study approach and field work, as well as a directed research project. Students live three or four to a room in a rustic former hotel.

Canada

Semester on Vancouver Island

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Vancouver Island, Canada. The SFS Center for Coastal Studies focuses students on issues of coastal ecology, principles of resource management, and economic and ethical issues in sustainable development through a case study approach and field work, as well as a directed research project. Students support the center's objective to study issues related to the restoration of degraded timberlands, watersheds and fisheries. Students live two or three to a room in a student residence building.

Chile

Semester or Year in Santiago

In conjunction with the Council on International Educational Exchange, USC provides the opportunity for study at both the Universidad de Chile and the Pontificia Universidad Católica de Chile. Both universities are located in Santiago, the cultural, economic and political capital of Chile. All courses are taught in Spanish. Courses are available in such disciplines as art, anthropology, economics, geography, history, international relations, literature, philosophy, political science, psychology, sociology, Spanish, and theology. Students live in private Chilean homes.

China

Year in Beijing

The program at Peking University in Beijing offers students an opportunity to study at China's most prestigious liberal arts institution and to improve their Mandarin Chinese in a city where the standard dialect is used. As a supplement to classroom language instruction, each program participant is paired with a Peking University student for weekly one-on-one Chinese language tutorials. Students live in dormitories on the Peking University campus.

Fall or Spring Semester in Hong Kong

This semester program offers students the opportunity to study Chinese culture and interact with Chinese people in a multicultural context at the Chinese University in Hong Kong, a bilingual institution. The program also gives students the experience of living in Hong Kong at a historic moment where they can witness the "one country, two systems" experiment. Courses in English are offered in fine arts, literature, history, Japanese studies, intercultural studies, music, philosophy, computer science, anthropology, economics, international relations, as well as journalism and communication. For students interested in Chinese language, courses are offered in Putonghua (Mandarin) or Cantonese. Extracurricular activities include the opportunity to teach English in rural China one weekend, monthly dinner talks with Asian studies specialists and excursions to local areas of interest. Housing is in dormitories with Chinese roommates. For further information, contact the Annenberg School for Communication, Room G21, (213) 821-1276.

Semester or Year in Nanjing

Students may spend a semester or year in Nanjing, China, a city of more than three million people set along the banks of the Yangtze River at the foothills of the Zijin (Purple and Gold) mountains. Nanjing University is primarily a liberal arts and social sciences institution, and the focus of the academic program is on communicative competence within selected subject areas of contemporary Chinese society and culture. It aims to provide students with a solid foundation in all four skills — reading, writing, listening and speaking. Each student shares a triple room with a Chinese student and another American student.

Costa Rica

Semester in Atenas

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Atenas, Costa Rica. The SFS Center for Sustainable Development Studies focuses students on issues of tropical ecology and sustainable development, sociopolitical systems and sustainable development, and economic and ethical issues in sustainable development through a case study approach and field work, as well as a directed research project. Students support the center's objective to develop sustainable management models for Costa Rica's abundant but threatened natural resources using small communities as the operational unit and honoring the social, cultural and economic development needs of local residents. Students live six or seven to a room in a refurbished chalk factory that has been converted to a dormitory.

Czech Republic

Semester or Year in Prague

In conjunction with the Council on International Educational Exchange, USC provides the opportunity for study at Charles University in Prague. Founded in 1348 by King Charles IV, Charles University is the premier institution of higher learning in the Czech Republic. Students attend classes at one of Charles University's satellite campuses in a residential suburb of Prague. Students spend the first two weeks of the semester in an orientation session devoted to intensive language study. Although there is no language prerequisite, all students are required to enroll in conversational Czech. The remainder of the courses may be chosen from such fields as Czech history, civil society, economics, music, political science, art and architecture, film and theatre, and religion and culture. Students can opt to live in a dormitory in the center of Prague, or they can live in a shared apartment in the suburb of Hloubetin.

England

Semester or Year in Brighton

The University of Sussex, situated near the seaside resort town of Brighton, is only an hour away by train from London. USC students may enroll in courses in the sciences, social sciences and the humanities.

Semester or Year in London

Students may study for a year or semester at Queen Mary, University of London. Students can take classes in any department at Queen Mary except in the fields of law and medicine. Queen Mary has excellent offerings in subjects such as biological sciences, English, engineering, film studies, Hispanic studies, history and politics, to name a few. USC students may earn 13 units for fall semester only, 16 units for spring semester only or 30 USC units for the full academic year.

Year in London

The London School of Economics (LSE) is one of the largest schools of the University of London, with an outstanding international reputation in economics as well as the social sciences. This program should be of particular interest to economics, political science and international relations majors, but all social science majors are encouraged to apply. Students spend an academic year at LSE on the general course, where they take four year-long courses (or the equivalent in half-year courses) to earn 32 credits. More than half of the 6,000 full-time students come from outside the United Kingdom (over 120 countries are represented in the student body), which gives the school a very cosmopolitan atmosphere.

Fall or Spring Semester in London

The Annenberg School for Communication offers a semester program in London. Students enroll in 16 units of communication courses taught at the USC Study Center in the Bloomsbury area of London. Students also tour publishing and broadcasting companies, meet communication executives and government policy-makers and gain exposure to British media, culture and civilization. Students may also take excursions to such places as Bath, Oxford, Cambridge, Stratford-on-Avon, Warwick, Canterbury, Stonehenge, Salisbury, Hastings, Battle and Bodium, York/Edinburgh or Dublin. For further information, contact the Annenberg School for Communication, Room G21, (213) 821-1276.

Fall Semester in London (Annenberg)

The semester program offers students the opportunity to study at the City University School of Journalism in London. The most important center of communication and media in Europe and home to many large multinational publishing, broadcasting and new communication technology companies, London is an important hub in the new global communication network. Students in the program will gain important insights into the differences in media systems, usage and business conditions between Europe and the United States. Participants will also gain exposure to British culture and civilization, will be close observers of the British media (print, broadcast and new technologies) and will have an opportunity for personal and direct comparison between the more structured and governmentally controlled media system of England and the *laissez-faire* approach to media regulations in the United States. Students earn 16 USC units; 6 units will count toward journalism major credit. For further information, contact the Annenberg School for Communication, Room G21, (213) 821-1276.

Semester or Year in London (Theatre)

In conjunction with Sarah Lawrence College and the British American Drama Academy, USC students have the opportunity to spend a semester or year in London. The London Theatre program is designed to expose undergraduates to the rigor of professional British training in acting by helping them improve their ability to perform plays from the classical repertoire and develop techniques and approaches to acting that will stand them in good stead in any role. The program is taught by a faculty that includes some of Britain's most distinguished actors and directors. Students will take approximately 15 units of courses which include scene study workshops in Shakespeare, high comedy, modern drama, acting in performance, voice, movement, stage fighting,

theatre history and dramatic criticism. Students attending a one-year program will add classical acting for stage and screen to their academic program for the second semester.

France*Year in Paris*

USC is a member of the Sweet Briar Junior Year in France Consortium, which enables USC undergraduates to spend an academic year in Paris, taking courses at the University of Paris and other institutions in the Parisian system of higher education. Courses are offered in most areas of the social sciences, the humanities and the arts. The year is preceded by a five-week intensive language orientation in the city of Tours. To apply, students must have completed four semesters of college French or the equivalent.

Semester in Paris

USC also offers a spring semester program in Paris. The program offers courses in both English and French with language courses offered at the Sorbonne. Courses are available in the following areas: history, civilization, theatre, international relations and art history. Program costs include weekend and day excursions to sites of cultural importance, as well as visits connected with individual classes and social activities. Students must have completed two semesters of college-level French with preference given to those students currently enrolled in the language.

Germany*Semester or Year in Berlin*

In conjunction with the Institute for the International Education of Students (IES), USC offers a program of study at Humboldt University, perfectly situated for exploring the city. Students receive intensive German language instruction during the first three weeks of the program, then enroll for the remainder of the semester at Humboldt University and in supplemental courses offered by IES. All courses are taught in German by native German faculty and are available in such disciplines as German economics, history, politics, art history, business, classics, international relations, political science, psychology, religion and sociology. Students are housed in private German homes and apartments.

Semester or Year in Freiburg

USC, in conjunction with the Institute for the International Education of Students (IES), provides an opportunity for undergraduates to study in Freiburg, Germany. The University of Freiburg, Germany's second oldest university, was founded in 1457. As a university town, Freiburg thrives on student life and the heritage of learning, yet retains the charm of a small city. Courses are offered in most areas of the social sciences. All courses at the IES

Center and University of Freiburg are taught in German.

Ghana*Semester or Year in Accra*

Students can spend a semester or year at the University of Ghana in Legon, about 10 miles from Accra, on a program administered by the Council on International Educational Exchange. The semester or year program in Ghana provides an opportunity for students from all academic disciplines to live and study in West Africa. Students take two seminars specifically designed for CIEE participants and choose their remaining classes from among the broad offerings at the University of Ghana, in subjects such as African studies, English, religion, geology, geography, archaeology, history, political science and more. Students can earn up to 16 USC units per semester.

In addition to their studies, students have the opportunity to pursue internships, independent studies and volunteer work in and around Accra. Students are housed in a new international student dormitory on the University of Ghana campus and take meals in campus cafeterias and nearby restaurants.

Greece*Semester or Year in Athens*

Students may spend a semester or year in Athens, Greece, where the ancient world comes alive. A vibrant capital city, Athens is a center of international business and the hub of an efficient and extensive transportation system which makes the beauty of Greece readily accessible. All students are required to enroll in either modern or classical Greek as one of their five courses. The curriculum is organized into two tracks: Ancient Greek Civilization and Mediterranean Studies. Students live in simply furnished apartments which usually contain 2-3 double study-bedrooms, a small common area, kitchen and bath, and accommodate 4-6 students.

Ireland*Semester or Year in Galway*

Students may spend a semester or year studying at the National University of Ireland, Galway. Located in western Ireland, Galway is the third largest city in the Republic of Ireland and plays a dynamic and pioneering role in theatre, arts and culture. Students may enroll in courses in a wide variety of fields including arts and letters, commerce, sciences and engineering. Students typically take five to seven courses per semester.

Italy*Semester or Year in Florence*

Through Syracuse University, USC undergraduates have the opportunity to spend a semester or year in Florence studying Italian

language and literature, art history, history, international relations, political science and studio arts. Classes are taught at Syracuse's own study center in Florence. Students with advanced proficiency in Italian may take courses at the Centro di Cultura per Stranieri at the University of Florence. Courses are complemented by field trips to cities such as Assisi, Rome and Venice. Students live in homestays with Italian hosts.

Semester or Year in Milan

Through the Institute for the International Education of Students (IES), USC undergraduates have the opportunity to spend a semester or year studying in Milan, the commercial and financial center of contemporary Italy. The IES Milan Center is located near the Libera Università di Lingue e Comunicazione. IES Milan offers two programs: beginning/intermediate Italian and advanced Italian. Students in the beginning/intermediate Italian program enroll in IES area studies taught in English in addition to Italian language courses. IES area studies courses are available in such disciplines as art history, cinema, theatre, history, literature, music and political science. Students in the advanced Italian program select from IES area studies courses taught in Italian and are encouraged to choose one or two courses from among a wide variety of offerings at several universities in Milan. Students are housed in apartments with Italian roommates, some who are enrolled in local universities and others who are young professionals.

Semester in Rome (Classics Majors Only)

USC classics majors may study in Rome for a semester at the Intercollegiate Center for Classical Studies (ICCS), a program administered by Duke University. Students study ancient history and archaeology, intermediate and advanced Greek and Latin, basic Italian language, and Renaissance and Baroque art history. Field trips and extended study tours are essential components of the program. Students live and study at the ICCS Center, a three-story building located a few minutes by bus from the center of Rome.

Japan

Year in Nagoya

A year-long program of study is available at the Center for Japanese Studies at Nanzan University in Nagoya. The program for international students is well known for its strength in Japanese language training. Nagoya is two hours from Tokyo by bullet train and one hour from the ancient capital city of Kyoto. Courses are available in such disciplines as Japanese business, culture, economics, folklore, history, international relations, literature, and political science. Intensive language training is offered at all levels of proficiency. Students live in private Japanese homes.

Semester or Year in Tokyo

Students may study for the spring semester or an academic year at Waseda University, one of Japan's foremost private institutions of higher learning. The academic program combines Japanese language courses and lecture courses on the history, culture, literature, arts, politics and economics of Japan and East Asia. The intensive Japanese language courses, offered at 12 levels of proficiency, assist students in the development of listening, speaking, reading and writing skills. Spring semester students enroll in an intensive 8-week Japanese language program from mid-January to mid-March. Students enroll in one Japanese language course and several area studies courses from April through June. There is no fall semester option. Students live with Japanese families throughout the Tokyo area.

Semester in Tokyo

Founded in 1965, Tokyo International University is located about 25 miles from central Tokyo. The university offers a semester program for international students through the Japanese Studies Program in the International Center. Students enroll in a Japanese language course and select the remainder of their course work from anthropology, cinema, culture, economics, history and political science. Students live in private Japanese homes.

Kenya

Semester at Nairobi National Park Camp and Kilimanjaro Bush Camp

Through the School for Field Studies, USC offers undergraduates the opportunity to study at two sites in Kenya where they live in close proximity to wildlife and local Masai communities on an African savanna. Through conducting research and fieldwork and attending lectures, students explore human-wildlife conflicts from the perspectives of local ranchers, communities and park managers. At the Nairobi National Park Camp students focus on management strategies for Kenya's oldest and most profitable national park. At the Kilimanjaro Bush Camp, students conduct research and have a rare opportunity for cultural exchange with Kenyan youth. Students earn credit in techniques of wildlife management, wildlife ecology, environmental policy and socioeconomic values, and directed research. At both field stations students sleep in thatched-roof *bandas*, with a main building, or *chumba*, which houses a dining room, kitchen, classroom and library. Additional facilities include a *duka* (shop), *choos* (outhouses) and open-air showers.

Semester in Mombasa

USC students may participate in the School for International Training's Kenya Coastal

Studies program in Mombasa. SIT's programs are designed to lead students from a very structured learning environment to a more independent one by semester's end. This program offers a unique opportunity to study East African coastal history, culture, religion, art and ecology from the port city of Mombasa. It begins with an orientation program in Nairobi and then shifts to Mombasa, where students begin intensive Swahili language study. Students attend thematic and field study seminars throughout the semester. Toward the end of the semester each student completes an independent study project of his or her choice. Students travel along the Kenyan coast on field trips and excursions.

Mexico

Semester in Oaxaca

USC students may participate in a fall semester program of study in Oaxaca, Mexico, in conjunction with the University of Pennsylvania. Oaxaca lies some 250 miles southeast of Mexico City. A charming provincial capital of 214,000 people, it is friendly and informal without the congestion of many metropolitan environments. The mountain valleys around Oaxaca are characterized by linguistically and culturally isolated communities which few travelers ever see. The Oaxaca academic program is characterized by small classes, hands-on research opportunities and extensive contact with community resources. The program offers courses in Mexican anthropology, archaeology, environmental studies, history and politics and is for students with a minimum of four semesters of college-level Spanish or the equivalent. Courses are conducted in Spanish. Students live in Mexican homes.

Semester in Puerto San Carlos

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Puerto San Carlos, Mexico. Most residents of Puerto San Carlos and the other towns and villages that dot the shores of Magdalena Bay are dependent on the resources of the bay for their livelihood. The SFS Center for Wetland Studies focuses students on issues of coastal ecology, principles of resource management, economic and ethical issues in sustainable development through a case study approach and field work, as well as a directed research project. Students live two to a room in a small hotel.

The Netherlands

Fall or Spring Semester in Amsterdam

The University of Amsterdam, founded in 1632 as the Athenaeum Illustre, is the largest and one of the most prestigious universities in the Netherlands and has a strong commitment to international education. Through the Council on International Educational

Exchange, USC students spend the first week of the semester in orientation sessions which include an overview of the academic program, an introduction to Amsterdam and to Dutch society and culture, as well as excursions in and around the city. The students choose one or two of the program courses, Introduction to Dutch Art History and/or the Political History of European Integration, and then enroll for the remainder of their courses from the offerings taught in English at the University of Amsterdam. Such courses include art, chemistry, communications, economics, environmental sciences, law, mathematics, computer science, physics and astronomy, philosophy, psychology, social sciences and theology. Students fluent in Dutch, French, German, Spanish or Italian may elect to take courses at the university offered in those languages. For further information, contact the Annenberg School for Communication, Room G21, (213) 821-1276.

New Zealand

Semester or Year in Dunedin, South Island

Founded in 1869, the University of Otago is the oldest established university in New Zealand. It has an international reputation for the quality of its teaching and research. Study abroad students are able to take a broad range of subjects across the university's four academic divisions: commerce, health sciences, humanities and sciences. Students majoring in English, anthropology, psychology, and natural and environmental sciences will find strong programs offering a wide variety of courses. The university offers a true campus lifestyle and the city of Dunedin, in which the university is located, offers a rich cultural life as well as proximity to outdoor activities such as hiking, surfing, skiing, kayaking, rafting and mountain biking. Students can opt to live in university-affiliated dormitories or arrange to share apartments with local students.

Russia

Semester or Year in St. Petersburg

As a member of the Council on International Education Exchange, USC offers undergraduates a semester or year-long opportunity to study at St. Petersburg University in Russia. The curriculum focuses on language, literature and Russian life. Students are housed in university dormitories and excursions are included.

Scotland

Semester or Year in Edinburgh

USC offers undergraduates the opportunity to study for either a year or spring semester at the University of Edinburgh, which was founded in 1583 and offers excellence in teaching and research over a wide range of disciplines. Students enroll directly in University of Edinburgh courses. Admission

to individual courses depends on each student's academic background. Courses are available in more than 50 disciplines including archaeology, architecture, biological sciences, classics, computer science, ecology, economics, engineering, international relations, linguistics, mathematics, nursing, physics, psychology and religious studies. USC students are guaranteed a place in university residence halls, student houses or in university flats.

Semester in Edinburgh (Political Internship)

The University of Edinburgh offers qualified undergraduates the opportunity to serve as interns to members of the Scottish Parliament (MSPs) in a semester-length program. In the first five weeks of the program, students enroll in three courses providing a background in British politics and Scottish politics and government. Following completion of the course work, students will be assigned to MSPs, under whose direction a research project is completed. Admission to the program is very competitive. Only 30 international students are accepted as interns each semester. Applications for both fall and spring terms are due by mid-February. Students earn a maximum of 13.5 USC units.

Singapore

Spring Semester in Singapore

This program offers students the opportunity to study at Nanyang Technological University in Singapore. The Republic of Singapore is a modern city-state boasting the world's busiest ports. Singapore has emerged as an important regional center for trade, communications, tourism and banking. Despite rapid growth and soaring skyscrapers, Singapore remains one of the cleanest, greenest and safest cities in the world — Western-style development with Eastern-style culture. A wide array of communication and journalism courses is offered. Housing is in modern dormitories. Student may elect to extend their stay in Singapore and participate in internships arranged by the International Office of Nanyang. For further information, contact the Annenberg School for Communication, Room G21, (213) 821-1276.

South Africa

Semester or Year in Cape Town

Students may spend a semester or year studying at the University of Cape Town (UCT) through the Council on International Educational Exchange. Situated on the southern tip of Africa, Cape Town is a vibrant multicultural city and is also a microcosm of the challenges facing the country: how to successfully operate within a global economy while at the same time grappling with the vast socioeconomic inequalities that are the legacy of the colonial and apartheid past. All program participants are required to take at least one course with specific African content.

Courses may be taken in all UCT faculties except health sciences and law. Students live with South African or other international students in residence halls or apartments close to campus. Students must have at least junior standing at the start of the program.

South Korea

Semester or Year in Seoul

Students who have completed two semesters of college-level Korean have the opportunity to spend a semester or year at Yonsei University in Seoul. Students enroll in a Korean language course, Korean studies and two or three elective courses available from the following areas: anthropology, art, business communication, economics, history, law, literature, philosophy, politics, psychology, religion, and sociology. Yonsei University has an international student dormitory with a mix of Korean and foreign students to provide an international atmosphere.

Spain

Semester or Year in Bilbao

USC offers undergraduates the opportunity to study for either a semester or year at the University of Deusto, which was founded by Jesuits in 1886 and is among Spain's top universities. The university is situated on the banks of the Nervión River, across from the new Guggenheim Museum. Bilbao is considered the financial and cultural center of the Basque country in northern Spain. Students with two to four semesters of Spanish focus on intensive language study and take additional course work in Spanish, Basque and European studies. Students with five or more semesters of Spanish take courses with degree-seeking Deusto students in Hispanic studies and other academic fields. Students may choose to live in dormitories, homestays or shared apartments.

Semester or Year in Madrid

In conjunction with Boston University (BU), USC provides the opportunity for students with varying levels of Spanish proficiency to spend a semester or year studying in Madrid. Through BU, students have the option of three programs. Level I, for students with two to four semesters of Spanish, focuses on intensive language study conducted at the International Institute in Spain. Level II, for students with five or more semesters of Spanish, offers a selection of course work in the arts, language, literature, history, politics, and international relations of Spain. Qualified Level II students may pursue some of their course work at the Universidad Autónoma de Madrid and/or participate in internships. Level III is an honors program for students with a particularly strong academic record and excellent Spanish. Level III students pursue all of their course work at the Universidad Autónoma de Madrid.

Semester or Year at the USC Madrid Center

USC undergraduates may attend the USC Madrid Center for a semester or full academic year. The program offers courses in both English and Spanish. Students generally take two courses in Spanish language and literature and two courses, taught in English, from offerings in anthropology, art history, history and international relations. The program is especially well suited to students with a major or minor in the above-mentioned fields as well as students who wish to learn Spanish while immersed in the culture of Spain. Students must complete two semesters of college-level Spanish in order to participate in the program. Program costs include weekend and day excursions to sites of cultural importance, as well as visits connected with individual classes and social activities. Students live in homestays with Spanish families.

Taiwan*Semester or Year in Taipei*

USC students may spend a semester or year studying at National Chengchi University in Taipei, Taiwan. Through the Council on International Educational Exchange, students take part in a program which integrates Mandarin Chinese language courses with humanities and social science courses taught in English. A semester or academic year in Taiwan offers one of the best opportunities to understand the contemporary economic, political and cultural issues facing this dynamic Pacific Rim country.

Wales*Spring Semester in Aberystwyth*

USC International Relations majors and minors (only) have the opportunity to participate in an exchange program at the University of Wales' International Politics Department (InterPol) in Aberystwyth. InterPol houses one of the oldest international affairs programs in the world and has received top ranking among British programs in political science and international relations. Aberystwyth is located on the beautiful southern coast of Wales and offers a spectacular environment in which to study world issues.

For Further Information

Brochures and application materials for the programs listed above are available in the Office of Overseas Studies, Office of College Advising, College Academic Services, Room 120.

Other international programs at USC are operated by departments and schools. The Annenberg School for Communication (see page 401), the School of Architecture (see page 81), and the Marshall School of Business (see page 97) offer overseas study programs in locations throughout the world.

International Summer Session

The International Summer Session features a number of overseas courses each year for both undergraduates and graduates. Programs have included:

Cambridge, England (Letters, Arts and Sciences)
Dijon, France (French and Italian)
East Asia (East Asian Studies Center)
Geneva, Switzerland (International Relations)
Great Britain and Western Europe (Journalism)
Hong Kong, China (Journalism)
London, England (Engineering)
London, England (Journalism)
Madrid, Spain (Spanish)
Madrid, Spain (Engineering)
Malaysia (Architecture)
Mexico (Journalism)
Moscow and St. Petersburg, Russia (Slavic Languages and Literatures)
Paris, France (Engineering)
Rome, Italy (Cinema-Television)
Russia (Slavic Languages and Literatures)
South Africa (Journalism)
Verona, Italy (French and Italian)

Information about these programs is available from the school or department. For referral, contact the Office of Overseas Studies (213) 740-3636.

Graduate Study Abroad

The Graduate School provides referral to information sources about nationally competitive fellowships, grants, awards, and opportunities for graduate study abroad.

Any non-USC administered overseas study programs or any courses taken abroad by currently enrolled USC students must be reviewed and pre-approved by the Office of Admission and Degree Progress prior to enrollment.

Special Study Options

Center for Excellence in Teaching

Leavey Library, Room 302C

(213) 740-9040

FAX: (213) 740-7713

www.usc.edu/cet

Director: Danielle Mihram, Ph.D.

Program Specialist: Morgan S. Grether, Ph.D.

Faculty Fellows: Gerald C. Davison, *Psychology*; Judy Garner, *Cell and Neurobiology*; Paul W. Knoll, *History*; William F. McComas, *Education*; Alison Dundes Rentelm, *Political Science*; Craig B. Stanford, *Anthropology*; Armand R. Tanguay, *Engineering*; Bruce E. Zuckerman, *Religion*

Distinguished Faculty Fellows: Nelson Eugene (Gene) Bickers, *Physics*; Sharon M. Carnicke, *Theatre*; Erwin Chemerinsky, *Law*; Delores Conway, *Business*; Howard Gillman, *Political Science*; Mark E. Kann, *Political Science*; James Kincaid, *English*; William O. McClure, *Biological Sciences*; Beth Meyerowitz, *Psychology*; Joel E. Schechter, *Cell and Neurobiology*; Terry Lee Scip, *History*

Founded in 1990, the Center for Excellence in Teaching (CET) represents USC's ongoing commitment to ensuring first-rate educational experiences for our faculty and students. This commitment is based on the belief that excellence and innovation in teaching are essential features of a world-class research university that seeks to create an exciting learning environment.

CET strives to encourage the full integration of the university's research mission into teaching, both in and outside the classroom. Excellence in research requires commitment to the development of superior communication and instructional skills in all fields, as well as in the training of our students for their future in academia. The scholarly activities of the faculty may lead directly to opportunities to foster university-wide discourse on the commitment to excellence in teaching. Administrative responsibility for the center, which resides in the Provost's office, is assumed by the Vice Provost for Academic Programs.

One of CET's mission objectives is to build collaboration between and among "master teachers" and faculty colleagues. The driving force and guiding light behind such an objective is the team of faculty fellows who form,

within the center, a small academy of exemplary teachers and scholars committed to excellence in teaching and innovation in education. By sharing ideas in workshops or in small group discussions, or by offering constructive advice through mentoring or counseling (of junior faculty, in particular), their role is to encourage, promote and ensure distinguished teaching in all areas of the university's educational endeavor.

CET trains new teaching assistants at its summer workshops and assists in the creation and operation of teaching assistant training programs within each school. The center is also asked to develop better ways to evaluate teaching effectiveness and student learning. In its capacity as principal advocate for and promoter of an excellent teaching and learning environment on campus, CET provides recognition and awards for excellent teachers

nominated and selected by faculty and students. Each year it solicits nominations for and selects the winners of several university-wide awards for teaching excellence:

The Associates Award for Excellence in Teaching is the highest honor the university faculty can bestow on its members for outstanding teaching. It recognizes career achievements in teaching with emphasis on concrete accomplishments and proven results; it is not intended as a "teacher of the year" award. Two awards of \$5,000 are presented each year at the Academic Honors Convocation in March to emphasize the university's recognition of the significant role that teaching plays in its mission.

The University Outstanding Teaching Assistant Award of \$1,000 is presented each year at the Academic Honors Convocation to a graduate teaching assistant who has exhibited

consistent excellence in the classroom and symbolizes the university's dedication to the education of scholars-teachers.

The USC Fund for Innovative Undergraduate Teaching is a program designed to foster new ideas in university instruction. Funding is usually awarded to a competitive innovative project. Such a project is one that is not part of the faculty member's usual teaching commitment (either in content or instructional mode), and, as such, should make a significant addition to USC's pedagogical effort. About five or six awards are granted annually.

CET also arranges symposia, institutes, conferences, demonstrations and other kinds of programmatic activities to support excellence in teaching and learning on behalf of the university.

Resident Honors Program

**College Academic Services Building,
Room 200
(213) 740-2961
(800) 872-2961**

Director: Penelope Von Helmolt, Ph.D.

Each year, USC admits a small number of exceptional and highly motivated high school seniors to begin their college careers a year early as part of the Resident Honors Program. Agreements are reached with these students' high schools that allow their first year of courses to apply toward the remainder of

their high school requirements. At the same time, this course work is applicable toward their undergraduate degree. The program accepts students interested in all majors, but looks particularly for mature individuals who are ready for the challenges of a university. The typical resident honors student has a minimum cumulative SAT score above 1400 and an A- high school GPA.

The application process for the Resident Honors Program begins during a student's junior year of high school. SAT scores are an important part of the application and students are encouraged to take these exams (or the

ACT) in October or November. In addition to an expanded university application, the program also requires a nomination form from the student's high school counselor and two letters of recommendation from high school teachers (one from the student's English teacher). All materials should be sent directly to the Resident Honors Program office.

For more information, contact Penelope Von Helmolt at (213) 740-2961 or (800) 872-2961, or vonhelm@usc.edu.

USC Learning Communities

**College Academic Service Building 120
(213) 740-2534**

Co-Directors: Albert Herrera, Ph.D.; Debra Bernstein

USC Learning Communities is a program for all USC freshmen who have not yet decided on a major program of study. Groups of

between 15-20 students explore a variety of academic interests with the support of a USC faculty mentor and a staff advisor from the College of Letters, Arts and Sciences. Students in the learning communities take two courses in common in the fall semester of their freshman year. The courses are organized around a specific theme, such as

"Media and Culture," "Medicine, Science and Technology" or "Law and Society." Students select the learning community which most closely fits their interests from up to 10 different themes. One of the courses is an introductory course to a major or minor,

and the other course satisfies a general education requirement. In addition to common classes, students meet throughout the year and participate in field trips and other co-curricular activities designed especially for learning community participants.

Freshmen may apply to the program during a university orientation session or by returning the card attached to the USC Learning Communities brochure that is mailed to all freshmen who have not declared a major.

For more information, contact Matthew Erskine at (213) 740-2534 or erskine@usc.edu, or Debra Bernstein at (213) 740-3668 or dbernst@usc.edu.

Admission

Office of Admission and Financial Aid (213) 740-1111

Admission to undergraduate programs is granted by the USC Office of Admission. Admission to graduate and professional programs is granted by the dean of the professional school conferring the degree. However, only a letter from the Office of Admission grants official admission. The academic records of international applicants, both graduate and undergraduate, are also evaluated by the Office of Admission.

The University of Southern California admits qualified men and women as students regardless of race, color, religion, gender, national origin, age, handicap, sexual orientation or status as a disabled veteran. After admission,

students are accorded equal rights to participate in all university-sponsored programs and activities. The university does not discriminate on the basis of race, color, religion, gender, national origin, age, handicap, sexual orientation or status as a disabled veteran in the administration of its educational policies, scholarship and loan programs, athletics and other student activities.

Applicants with Disabilities

In compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), USC offers equal access to its degree programs to academically qualified applicants with physical, psychological or learning disabilities. Applicants will be expected to have demonstrated by their

record in a college preparatory high school curriculum, or in an appropriate transferable college course of study, that they can perform well in a competitive academic environment. See page 45 and page 50 for a discussion of possible accommodations. USC is committed to providing appropriate, reasonable accommodations to students with disabilities.

Retention of Records

Credentials submitted to the Office of Admission become the property of the university and cannot be returned to the student or duplicated for any purpose.

Undergraduate Admission

Admission to the university is granted through the USC Office of Admission. This office receives and processes all applications, evaluates credentials, and mails letters of acceptance to applicants who qualify for entrance. Admission to the university's degree programs must be granted in all cases by the USC Office of Admission and the appropriate selection committees.

Application Procedures

Application forms may be obtained by mail, online or in person from the Office of Admission. A non-refundable fee must be sent with the completed application. For specific application deadlines and requirements, refer to the Undergraduate Application for Admission, available from the Office of Admission. Mail application requests to: Application Requests, University of Southern California, University Park, Los Angeles, CA 90089-0911 or visit www.usc.edu/admission.

Credentials for admission must include complete records of all previous high school and college or university work and the required test scores. Consult the admission application for the procedure to forward official records directly to the Office of Admission and to request the testing agencies to forward appropriate scores.

USC does not undertake the collection of these credentials. The application for admission and complete credentials should be mailed to the Office of Admission by the deadlines stated on the application. Certain schools and departments do have different application deadlines.

Factors given prime consideration for admission to undergraduate study are an applicant's previous academic success and the quality of all records presented. To ensure diversity in the composition of the student body, other considerations may include outstanding talent and abilities, extracurricular activities and letters of recommendation.

A student is accepted only for the semester and program specified in the letter of admission. If a different semester is desired or if the student cannot arrive on campus in time for the specified semester, an Admission Application Update Request form should be obtained from the Office of Admission. This form should be completed and returned with a written explanation for the update request. If the update request is granted, the student's application will be reviewed again for admission and any new academic records will be evaluated. This does not, however, guarantee readmission. Those updating their applications must meet all appropriate deadlines for admission to selected majors, financial aid, scholarships and housing.

Admitted students may update their applications to a semester that is within one year of the semester for which they originally applied without paying an additional application fee. Students who are denied admission or who wish to update past one year must reapply and pay the application fee.

As a private university, USC seeks a wide geographical distribution among its student body, and evaluates its out-of-state applicants using the same criteria as those used for California residents. Tuition and fees are the same for all students, regardless of state or country of residence.

School and Department Application Requirements

Because of high competition for admission, several schools and academic departments require supplementary application materials and may employ separate deadlines.

Leventhal School of Accounting Applicants for the B.S. degree in accounting offered through the USC Leventhal School of Accounting must first be admitted to the Marshall School of Business. After students meet the grade requirements for the introductory accounting courses, applicants may change their major to accounting. In some cases, high school students who have demonstrated exceptional scholastic aptitude for the accounting major will be considered for admission as freshmen. Those wishing to be considered for the Accounting Scholars Program should list their first-choice major as pre-business and their pre-professional emphasis as pre-accounting (PACC). For more information, write or call the USC Marshall School of Business, Office of Undergraduate Admission, Los Angeles, CA 90089-0805, (213) 740-8885, email lsoa_ugrad@marshall.usc.edu or consult USCweb (www.marshall.usc.edu/lsoa).

School of Architecture (B.Arch., B.L.Arch.) Transfer students should note that the core curriculum will take five years to complete. A portfolio is required of all applicants. For more information, write or call the USC School of Architecture, Los Angeles, CA 90089-0291, (213) 740-2420, email jenpark@usc.edu or consult USCweb (www.usc.edu/dept/architecture).

Marshall School of Business In some cases, high school students who have demonstrated exceptional scholastic aptitude for the business major, based on GPA and SAT I or ACT scores, will be considered for admission as freshmen. Typically however, the Marshall School of Business admits students to junior standing only. Prospective business applicants will be considered for the pre-business curriculum (not a degree program) in the College of Letters, Arts and Sciences. After completing prerequisite courses and general education requirements, pre-business candidates and transfer students will be eligible to apply to the USC Marshall School of Business. Transfer students should indicate "pre-business" on their applications. For further information, write or call the USC Marshall School of Business, Office of Undergraduate Admission, Los Angeles, CA

90089-0805, (213) 740-8885, send email to busadm@marshall.usc.edu or consult the school's Web site (www.marshall.usc.edu).

School of Cinema-Television/Critical Studies (B.A.) The application deadline for fall semester is December 10. For specific instructions on applications and required supplementary material, applicants must write or call the USC School of Cinema-Television, Student Affairs Office, Los Angeles, CA 90089-2211, (213) 740-8358 or consult USCweb (www.usc.edu/schools/cntv).

School of Cinema-Television/Writing for Screen and Television (B.F.A.) The application deadline for fall semester is January 10. For specific instructions on applications and required supplementary material, applicants must write or call the Writing Program, USC School of Cinema-Television, Los Angeles, CA 90089-2211, (213) 740-3303 or consult USCweb (www.usc.edu/schools/cntv). Transfer students should note that the core curriculum will take four years to complete.

School of Cinema-Television/Production (B.A.) The application deadline for fall semester is December 10. For specific instructions on applications and required supplementary material, applicants must write or call the USC School of Cinema-Television, Student Affairs Office, Los Angeles, CA 90089-2211, (213) 740-8358. Additional information is available on USCweb (www.usc.edu/schools/cntv).

School of Dentistry Dental Hygiene All pre-requisite and general education course work must be completed prior to entering dental hygiene classes, which begin in the fall of the student's junior year. Contact the department about completing necessary courses at USC or elsewhere. Admission is for the fall semester only. The supplemental application deadline is March 1.

For further information and a supplemental application, write or call the School of Dentistry, Office of Admissions and Student Affairs, 925 West 34th Street, Room 201, Los Angeles, CA 90089-0641, (213) 740-2841 or visit the Web site (www.usc.edu/hsc/dental).

School of Fine Arts (B.F.A. and B.A.) The application deadline for admission to the fall semester is January 10. A supplemental application and slide portfolios are required of all applicants to the B.F.A. and B.A. (Studio Arts) programs. Supplemental applications may be downloaded from the school's Web site (www.usc.edu/dept/finearts). Applicants may contact the USC School of Fine Arts, Watt Hall 104, Los Angeles, CA 90089-0292, (213) 740-2787, for questions about applications and required supplementary materials.

School of Journalism (includes majors in broadcast journalism, print journalism and public relations). A one-page statement of intent is required in addition to the main essay. The statement should discuss thoroughly the applicant's background and interest in pursuing an education and a career in journalism. Statements are read with great attention to commitment and literacy. Students whose first language is not English and whose secondary school instruction was not in English must submit TOEFL results. For more information, contact the USC Annenberg School for Communication, Recruitment Office, Los Angeles, CA 90089-0281, (213) 821-0770, email ascquery@usc.edu or visit the Web site (www.annenberg.usc.edu).

Thornton School of Music An audition is required for most majors and a supplementary application form is required for all majors. Audition requirements, audition dates and supplementary application forms can be found at the school's Web site (www.usc.edu/music) or by contacting the Thornton School of Music Office of Admission, University Park, UUC 218, Los Angeles, CA 90089-2991, (213) 740-8986. Applicants are urged to apply as early as possible.

Department of Occupational Science and Occupational Therapy The major in occupational therapy leading to the bachelor of science degree is open to USC students only. Students should apply to USC in an undergraduate major of their choice and list Pre-Occupational Therapy (POT) as their pre-professional emphasis. Applications to the major may be submitted to the Occupational Science and Occupational Therapy Department at any time. Admission to the program is competitive. Students who plan to enroll in the program after 2004 will be required to obtain a master's degree in occupational therapy in order to practice in the profession. For detailed information and the departmental application form write or call the USC Department of Occupational Science and Occupational Therapy, 1540 Alcazar Street, Los Angeles, CA 90089-9003, (866) 385-4250 or visit the department's Web site (www.usc.edu/hsc/ihp/ot).

School of Pharmacy Applicants are admitted to fall semester only. Information about pre-pharmacy course requirements and admission directly from high school (TAP: Trojan Admission Pre-Pharmacy program) is provided on page 721. All applicants should contact the School of Pharmacy for instructions and a separate application by writing or calling the USC School of Pharmacy, 1985 Zonal Avenue, Los Angeles, CA 90089-9121, (323) 442-1466 or visiting the Web site (pharmacy.usc.edu).

School of Theatre (B.F.A. and B.A.) A supplementary application form must be obtained from and returned to the USC School of Theatre, Academic Services Office, DRC 107, Los Angeles, CA 90089-0791, (213) 740-1286. An audition/interview is required for admission to the B.F.A. program; applicants must submit the supplementary application before scheduling an audition/interview. Applications for the B.F.A. program are accepted for the fall semester only; the deadline for returning the supplementary application is January 10. The deadline for applying to the B.A. program is January 10 for fall semester. Additional information is available on the school's Web site (www.usc.edu/theatre).

Admission from Secondary Schools

General Academic Requirements

Evidence of intellectual promise for admission to freshman standing will be furnished by the excellence of the applicant's high school academic record and appropriate strength on the Scholastic Assessment Test (SAT I) of the College Entrance Examination Board or the assessment of the American College Testing (ACT) Program.

Consideration will be given to students presenting records with a pattern of selecting challenging academic courses, a strong trend in grades and leadership in co-curricular and community activities. The university will determine in each case the adequacy of the academic evidence presented.

Evidence that the student has completed high school (a diploma) is necessary prior to enrolling at USC.

Unit Requirements

Although no single pattern of courses is required, a minimum of 16 year-long courses in the following is necessary: 13 year-long courses in English, humanities, mathematics, natural sciences, social sciences and foreign languages; three additional year-long courses may be taken in the previous areas or in computer science, theatre (except acting or technical theatre), fine arts (except first-year studio art), journalism (except newspaper or yearbook production), music (except ensembles), and speech (except debate or forensics). USC does not recognize in its admission process grades earned in courses other than those listed.

The willingness of the Committee on Admission to consider any variation from the recommended program will depend upon the applicant's promise of academic success and the quality of the total record.

Standardized Test Requirement

All applicants for admission as freshmen are required to take either the Scholastic Assessment Test (SAT I) of the College

Entrance Examination Board or the assessment of the American College Testing Program (ACT). These tests are given several times each year on the USC campus and at many other test centers throughout the country. If test information and application forms are not readily available, write to the Educational Testing Service, 1947 Center Street, Berkeley, CA 94704 or the American College Testing Program, P.O. Box 414, Iowa City, IA 52240.

The Office of Admission encourages applicants to take three SAT II Subject Tests administered by the College Board and have the test results sent to USC. If possible, one of the three subject exams should be the writing test.

For students who are home schooled or who attend high schools that are not recognized by one of the regional accrediting associations, test scores will be most important to the application process. These students are required to submit three SAT II Subject Tests scores, including one in math and one in English writing.

Credit by Examination

Students may establish a total of 32 semester units of credit toward their bachelor's degree by examination. Advanced Placement and International Baccalaureate credit is granted at USC and will be evaluated solely according to USC's Advanced Placement and International Baccalaureate policies. Such credit may be established as listed below. Students who have also earned credit for college courses taken while in high school should refer to page 55 under "College Courses Taken During High School Enrollment."

Advanced Placement Examinations (AP)

USC grants college credit for high school advanced placement courses which have been validated by the Advanced Placement Examinations of the Educational Testing Service. A student may be granted four semester units of credit for most AP tests with scores of three, four or five. For specific AP credit information call the Office of Admission, (213) 740-1111 or visit www.usc.edu/articulation.

International Baccalaureate

USC grants either 20 units of credit to students who earn the International Baccalaureate diploma with a score of 30 or higher, or six units for each score of 5, 6 or 7 on the IB Higher Level exams, for a maximum of four exams or whichever is higher. International Baccalaureate results should be forwarded to University of Southern California, Articulation Office, Los Angeles, CA 90089-0912 or visit www.usc.edu/articulation.

Subject Credit by Special Examination

See the Subject Credit by Special Examination section (page 58) for further information.

College Level Examination Program (CLEP)

USC does not grant credit on the basis of the College Level Examination Program (CLEP).

Admission from Colleges and Universities

An applicant may be admitted by transfer from a fully accredited college, university or community college, under the following conditions: (1) if the applicant has completed 30 or more transferable college semester units with an appropriately strong grade point average in an academically rigorous selection of courses; (2) if the applicant is not under the penalty of academic or disciplinary disqualification at any college or university previously attended and is entitled to an honorable dismissal; and (3) if proof of high school graduation on a high school transcript has been provided as part of the application materials. If fewer than 30 transferable semester units have been completed at the time of application, the applicant must submit — in addition to the high school transcript — the results of the Scholastic Assessment Test (SAT) or the American College Testing (ACT) assessment, which will be considered along with the college work.

Students intending to transfer to USC should refer to the brochure *Transferring to USC* for detailed information about the university's transfer, admission and credit policies. Call the USC Office of Admission at (213) 740-1111 or go to www.usc.edu/admission.

The amount of advanced standing granted to a student transferring from another institution is determined in each individual case by the Office of Academic Records and Registrar. A minimum of 64 units toward the bachelor's degree must be earned in residence at USC. For a degree in Architecture, a minimum of 80 units must be earned in residence at USC. For students in Engineering's "3-2" Program, at least 48 units must be earned in residence at USC.

It is the student's responsibility to report all college-level course work completed outside USC to the Office of Admission when completing the application form. Omitting such information constitutes a violation of the applicant's affidavit and may result in the revocation of admission to the university.

Records of all courses including correspondence study, extension or summer session courses taken in other institutions after the student's admission to USC must also be filed with the Office of Academic Records and Registrar immediately following the completion of the work.

Graduate Admission

Admission to graduate programs is granted by the dean of the school conferring the degree. Correspondence with department chairs or individual faculty members does not constitute admission. Only a letter from the Office of Admission grants official admission.

The USC Application for Graduate Admission should be used by applicants to all programs except Dentistry, Law, Medicine, the master's degree programs in the Marshall School of Business and the Doctor of Pharmacy degree program. Applicants to these programs should obtain forms directly from the schools to which they seek admission.

Conditional Admission

Conditional admission is a status for those students who have not yet met all requirements for admission to full graduate status or who have not filed all relevant documents with the appropriate office of admission. Students admitted in this provisional status must satisfy all those conditions by the end of the first semester of enrollment.

For students whose conditions of admission require verification of first semester grades, permission to register for the second semester must be approved by the chair of the student's department. Permission generally will not be granted to enroll for a second semester for reasons other than unavailability of first semester grades.

Individual exceptions must be approved by the dean of the degree-conferring unit.

Doctoral Admission with Advanced Standing

Some doctoral programs at USC admit students with Advanced Standing (entry with an appropriate completed graduate degree from an accredited institution). A minimum of 36 units of course work beyond that graduate degree, exclusive of 794 Doctoral Dissertation, will be required for the degree. Additional course work may be required if deemed necessary by the student's faculty.

A maximum of six units of transfer credit may be applied toward a doctoral degree program with Advanced Standing. Only course work taken following completion of the graduate degree supporting admission with Advanced Standing is available for transfer credit. No exceptions are allowed.

Admission to Candidacy

Admission to graduate study does not imply admission to candidacy for an advanced degree and gives no right or claim to be so admitted. Candidacy is determined after the student has demonstrated by work done at this university the ability to do graduate work with originality and independence.

University Faculty

Regular tenure-track members of the USC faculty shall not be received as candidates or continued in candidacy for any graduate

degree at USC. Individual exceptions may be made only with the approval of the deans of the schools concerned and the dean of graduate studies.

The Graduate School

The Graduate School establishes and monitors the standards under which students are admitted for study in degree programs under its jurisdiction. These include the Master of Arts, Master of Science and Doctor of Philosophy degrees as well as several specialized master's degrees and certificate programs. Details of admission standards are provided in the Graduate School section of this catalogue and in the sections of schools and departments providing the curricula for these programs.

Professional Master's and Doctoral Degrees

Details of admission standards to professional degrees available at USC are detailed in appropriate school listings. See page 68 for a list of degree programs.

Dual Degree Programs

Applicants to dual degree programs offered by the university must apply separately to each degree program, meet the admission requirements of each school, and be admitted by both academic units. Applicants to a professional degree program should consult the particular school for information on admission requirements and programs of study.

Admission of International Students

Undergraduate and Graduate

The University of Southern California has an outstanding record of commitment to international education. From a small presence during our early history, our international enrollment grew to an average of 200 students by the 1930s. After declining international enrollments in the years surrounding World War II, USC began rebuilding and in 1951 began providing specialized admission services to international students. By 1964, more than 1,000 international students were enrolled at USC. Today, the Office of Admission serves thousands of prospective students each year by providing both general and specialized information and by maintaining the expertise necessary to evaluate academic records from the various educational systems around the world. The Office of Admission also issues the required eligibility certificates for students to enter the United States.

At USC, an international student is an individual of foreign nationality who will be entering or has already entered the United States with a student visa. However, students already residing in the U.S. and holding other non-immigrant visas (such as E2, H2 or L2) are also international students. International students do not qualify for need-based financial aid. U.S. permanent residents, naturalized U.S. citizens and U.S. citizens residing abroad and attending school outside the United States are not considered to be international students and are eligible for need-based financial aid.

Admission

International applicants (those who are or will be in the United States on non-immigrant visas) are required to submit the following documents. Additional information may be required by the academic departments.

- (1) Application for Admission;
- (2) Application fee, a check or money order drawn on a U.S. bank in U.S. currency and made payable to the University of Southern California must accompany the application; the fee is non-refundable and cannot be deferred;
- (3) Scores on all examinations required for admission (e.g., SAT, GRE, GMAT, TOEFL, TSE, etc.) must be sent to USC by the testing agency;
- (4) One official copy of academic records with certified English translation;
- (5) Documented evidence of financial support (see financial guarantee statement);
- (6) Graduate students must submit letters of recommendation directly to the appropriate academic department, if requested.

Financial Guarantee Statement

The United States government requires all international applicants to provide proof of ability to pay tuition and living expenses before a formal letter of admission or the forms needed for obtaining a visa will be issued. International students are also required to have health and accident insurance. The cost of university-provided insurance will be added to the student's fees unless he or she presents proof of adequate coverage.

Each applicant relying on personal or family support must furnish, at the time of application, an original financial-guarantee letter — preferably a bank letter — indicating the sponsor's name and address and verifying the ability to pay the annual cost in education-related expenses for the first academic year. This document must be verified by bank seal. It is crucial for students to submit their financial-guarantee letters with their applications if they wish to receive notification of admission in the most timely manner possible.

Applicants whose financial support will come from their home governments or other official agencies (e.g., AMIDEAST) must submit similarly appropriate documents from their sponsors at the time of application.

International students cannot meet the full amount of their educational expenses by working while in the United States. The U.S. Immigration and Naturalization Service rarely allows students to work off-campus, and employment opportunities are further limited by legislation that requires holders of student visas to be full-time students.

Deadline for International Applications

Students should send completed applications with the required documents and fee to the Office of Admission. All international students *must* follow the deadlines in the application for their particular program of study.

Correspondence with department chairpersons or individual faculty members does not constitute admission. Only an admission letter from the Office of Admission grants official admission.

Official Document to Enter the United States

The Office of Admission will provide the I-20 or IAP-66 eligibility certification, whichever is appropriate, for the student to enter the United States. Any student entering the United States by means of these documents issued by USC must register for the semester to which admitted to USC. Failure to register disqualifies the student from reapplying for one year from that semester to which admitted. Reacceptance is not guaranteed.

Registration Requirements for International Students

International students on student visas must be registered as full-time students as arranged by the Office for International Services and the departmental advisor. Such students are not eligible to be considered students without formal registration and are in violation of immigration laws when not properly registered. Any international student having questions about registration requirements should consult the Office for International Services, Student Union Building, Room 300.

Admission Credit Evaluations

Admission Credit Evaluations for international students are completed by the Office of Admission or the Office of Academic Records and Registrar. All official transcripts of previous work completed overseas as well as all requests for original and supplementary credit evaluations of overseas work should be directed to the Office of Admission. Requests for credit evaluations of course work completed at U.S. colleges or universities should be directed to the Office of Academic Records and Registrar.

English Language Requirements

Academic success at USC is strongly dependent upon 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.

Admitted international students whose first language is not English are required to take the International Student English Examination (ISE), administered by the USC Testing Bureau at the beginning of the first term of study. The results on the examination determine whether or not students must take special courses in English.

Students who score 600 or higher on the Test of English as a Foreign Language (TOEFL) (or 250 or higher on the computer based TOEFL test) and international students who hold a bachelor's degree from a university located in the United States or in another country in which English is the native language are exempt from having to take the ISE.

International students applying for a USC teaching assistantship must demonstrate their competence in spoken English before assuming classroom duties. Normally, new international teaching assistants (ITA) demonstrate their English proficiency by taking the ITA Oral Interview Exam, administered by the American Language Institute (ALI). The exam is graded on a scale of 1 to 7. Those who achieve a score of 6 or higher are cleared for classroom duties and have no English requirement. Those who score 5 or 5.5 are cleared for classroom duties, but are required to enroll in an English language course through ALI while performing their ITA responsibilities. Those who score below 5 on the interview are not cleared for classroom duties. These students are normally required to enroll in an English language course offered by ALI until adequate English proficiency is obtained. For more information, call (213) 740-0079 or visit ALI's Web site (www.usc.edu/dept/LAS/ALI/).

American Language Institute

Any student not demonstrating adequate English proficiency will be required to enroll in the American Language Institute (ALI) at USC. ALI provides courses designed to improve an international student's oral and written communication skills in English. The extent to which a student may be required to take courses at the ALI is determined by his or her performance on the International Student English Examination.

ALI tuition units are charged at the regular university rate. Entering students who have weak English language skills should be aware the ALI course requirements may add to the overall cost of their degree program. ALI classes can normally be taken concurrently with a student's other university classes and must be completed at the earliest opportunity.

The Language Academy, USC's intensive English program, offers full-time study in English. Applicants who wish to study English full time may apply to the USC Language Academy, 938 W. 34th Street, Los Angeles, CA 90089-0062. For further information, call (213) 740-0080 or visit the academy's Web site at www.usc.edu/langacad.

Tuition and Fees (Estimated), Fall 2003

Tuition is payable in advance unless special arrangements are made for deferred payments as described below. Tuition is the same for resident and nonresident students. Registration is completed when the bill has been settled.

Auditors pay the regular tuition rate. Auditors are not required to participate in class exercises (discussions and examinations); they receive no grades or credit and there is no transcript notation of courses taken for audit. An instructor, dean or university officer may give permission to an individual to attend a class as a guest. Otherwise, attendance in class is limited to enrolled students.

These fees are based upon current information available at the time of publication and are subject to possible later change. The university reserves the right to change without notice any of the terms stated herein.

The number of units for which tuition is charged is indicated by the number in parentheses after the title of each course listed under Courses of Instruction.

Tuition (semester), (Estimated)

Undergraduate Students	
(12-18 units).....	\$14,092.00
unit basis	949.00
Graduate Students (15-18 units).....	14,092.00
unit basis	949.00
Advanced Dentistry	
(per trimester).....	16,471.00
Dentistry (per trimester)	
Session 006.....	16,373.00
Dental Hygiene (per trimester)	
Session 007.....	13,058.00
Special Dental International Students	
(per trimester) Session 008	16,373.00
Engineering Graduate units (500 level and above)	
unit basis	989.00
Law Session 002	
flat fee basis (13-17 units).....	16,392.00
unit basis	1,268.00
Medicine Session 003	
flat fee basis	17,964.00
Pharmacy Session 004, 005	
flat fee basis (15-18 units).....	14,475.50
unit basis	966.00
Graduate Cinema-Television Session 037	
unit basis (no flat fee).....	1,009.00
M.B.A. (full time), M.B.A. for Professionals and Managers, M.S., Information and Operations Management and M.S., Business Administration	
(unit rate)	975.00

Master of Physician Assistant Practice	
flat fee basis	14,092.00
Master of Real Estate Development	
Session 038	
flat fee basis	
(16-18 units).....	16,848.00
unit basis	1,053.00

Mandatory Fees (Estimated)

Application Fee, undergraduate and domestic graduate applicants (not refundable).....	65.00
Application Fee, international graduate applicants (not refundable).....	75.00
Commitment Deposit (not refundable but applicable to tuition).....	300.00
Orientation Fee (undergraduate/ international students).....	135.00
Orientation Fee (domestic graduate)	25.00
Student Health Service, per semester (for students with load of six units or more)	189.00
Student Programming Fee, per semester (for students with load of six units or more)	
undergraduate.....	59.00
graduate.....	39.00
Norman H. Topping Student Aid Fund, per semester, all students	6.00

Student Health Insurance

Fall semester	205.00
Spring semester and summer session.....	391.00
See page 32.	

Special Fees (Estimated)

Parking Fee, per semester	
Commuter	
Gold	328.50
Cardinal	234.00
Rideshare	
2 person carpool	
Cardinal	180.00
2 person carpool	
Gold	234.00
Parking Center	157.50
North Off-Campus Residents	157.50
Daily (first-come, first-served basis)	
Lot T and Lot 1	4.00
Parking Structures.....	6.00
Residential parking information and pricing can be obtained at the time of check-in at your Housing Customer Service Center.	
Spirit Card.....	97.00

Deferment Service Charge

Thirty day deferments are granted for up to \$2,000.00 of the tuition balance. There is a non-refundable service charge of five percent of the deferred amount, due at the time the deferment is granted, in addition to the remaining billing balance.

Enrollment Verification Fee	5.00
Petition Processing Fee for	
Registration Exceptions	100.00
Identification Photograph	
(Replacement).....	18.00
Required of all students. For use throughout enrollment at USC when accompanied by a current semester Registration Confirmation showing payment of tuition. The fee will be assessed for each replacement, or loss of Identification Card prior to claiming photo.	
Laboratory Fees.....	5.00-500.00
For certain laboratory courses in architecture, biological sciences, chemistry, engineering, fine arts, geological sciences, physical education and physics. These fees are variable, and students should consult the current <i>Schedule of Classes</i> for amount of individual fees.	
Publication Fee	113.00
For microfilming and binding doctoral dissertation, and publishing abstract.	
Thesis Fee	50.00
For microfilming and binding master's thesis, and publishing abstract.	
Application for re-entry.....	no charge
Special Subject Examination	
(one-half per-unit rate regardless of units per course)	474.50
Transcript Fee	
Official	8.00
Unofficial.....	5.00

Late Registration and Late Settlement Fees

First week	100.00
Second week.....	100.00
Third week	100.00
Registration is not permitted after the third week of classes.	

The university currently assesses a monthly finance charge on all past due balances. The current annual rate is 12 percent, subject to change.

A “returned check charge” of \$25 is assessed for a check returned by the bank for any reason. Under California Civil Code #1719, a returned check may create liability for treble (three times) the amount owed, but not less than \$100.

Obligation for Payment

Tuition and fees of all students, including those whose tuition has been deferred, becomes an obligation in accordance with the provisions of the Drop/Refund Policy as follows. This financial obligation is a contract between the student and the university.

Tuition and fees are due, in full, prior to the beginning of classes. Failure to make payments of any indebtedness to the university when due including, but not limited to, tuition, deferred tuition, housing, student loans and lab fees, is considered sufficient cause, until the debt is settled with the university to (1) bar the student from classes or examinations; (2) withhold diploma, scholastic certificate or transcripts; (3) bar the student from university housing; (4) suspend all university services and privileges; (5) suspend the student; (6) assign the student’s account to a collection agency; and (7) report the delinquent account to a credit bureau. This policy will be equally enforced against debts discharged through bankruptcy.

The university reserves the right to assess interest, finance charges and/or late fees on any indebtedness.

Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver by the university of a student’s financial obligation. A student is still responsible for all outstanding debts and contracts with the university. Furthermore, students must not have any delinquent financial obligations to USC at the time classes begin or their registration may be revoked. In the event of such revocation of registration, 100 percent of any tuition paid for that semester will be first applied to any outstanding debt. Any remaining credit will be refunded within six to eight weeks from the date of revocation.

For additional information please contact the Cashier’s Office, King Hall 200, (213) 740-7471.

Methods of Payment

You may pay your bill via the Internet (USCe.pay), by phone (TIPS), by mail, in person, or you may drop your payment in one of the drop boxes located around campus during registration. If you are paying by mail, please follow the instructions on your registration confirmation or monthly billing statement. Be sure to mail your payment early enough for the university to receive it by the settlement deadline.

USCe.pay allows you to manage your student account online. You can pay your tuition and fees by transferring funds from your savings or checking account, or by charging to your American Express, VISA, MasterCard or Discover card. You can also print e-receipts and view your billing statements or current account information. In addition, you can set up individual guest user access for parents or anyone else you choose so they can make payments on your account. For more information or to login to your account, view www.usc.edu/uscepays.

Your account balance information and most recent transactions are also available online at www.usc.edu/oasis.

For account balance information and payment by telephone call TIPS (Touch-Tone Inquiry and Payment System) at (213) 740-7471. Outside the Southern California area call (800) 225-1222 TIPS accepts payments by American Express, VISA or MasterCard. Sorry, TIPS cannot accept Discover or checking/savings transfers.

More detailed information about student accounts, settlement options and procedures is available at www.usc.edu/sfs.

American Express, VISA/MasterCard and Discover Card

You should present the credit card (and parent’s written authorization if the card is not in your name), as well as a valid driver’s license. Presentation of any credit card does not constitute payment of tuition and fees. Authorization must be obtained from the credit card institution in order to be posted to the student account. Declined authorizations are your responsibility. See Late Fees and Billing Information.

Cashier’s Short Term Deferment

Thirty day deferments are granted for up to \$2,000 of the tuition balance. You must take three or more units (or the equivalent) to receive any type of deferment. There is a non-refundable service charge of five percent of the deferred amount, due at the time the deferment is granted, in addition to the remaining billing balance.

The number of units for which tuition is charged is generally the same as the number of academic units indicated after each course in the *Schedule of Classes*.

However, some courses with no academic credit require payment of tuition. Most classes with course numbers ending in \mathbb{z} (e.g., 594 \mathbb{z} and 794 \mathbb{z}) require 2 units of tuition. GRSC 800 and GRSC 810 each require 1 unit of tuition.

In sessions offering different tuition rates or mandatory fees for undergraduate and graduate students, the student’s Program of Study (POST) will determine the tuition rate and fees to be charged. Students with more than one active post will be charged as undergraduate students if at least one POST is designated as undergraduate.

Financial Aid Deferments

Students who need deferments based on outstanding financial aid must contact the Financial Aid Office. Most student aid will credit in a timely manner.

Financial Aid

Recipients of financial aid will find most available aid (e.g. scholarships, grants, loan funds, graduate assistantship tuition awards) applied to their university account as direct credits against their total charges. Financial aid is distributed in installments, one at the start of each semester. Federal Pell Grant, Perkins Loan, Stafford Loan and SEOG funds are applied to student accounts no earlier than 10 days before the start of the semester. Students must apply separately for each loan program before loan funds will be applied to their accounts. All first-time Subsidized and Unsubsidized Federal Stafford Loan borrowers at USC must attend an entrance loan counseling session prior to receipt of their loan funds. Entrance counseling schedules can be found online at www.usc.edu/finaid.

Federal Work-Study awards are not reflected as credits on the university account. Federal Work-Study awards are earned through employment, either on-campus or off-campus. The student is paid by check bi-weekly for hours worked and may earn up to the amount specified in the Statement of Financial Aid Eligibility.

Billing Information

Statements on all active student accounts are mailed to the student monthly, to the local address August through April and the permanent address May through July. The student may have the bill sent elsewhere by providing the Cashier’s Office with a billing address.

In accordance with the Family Educational Rights and Privacy Act, university representatives will not disclose any specific information about a student’s account with any third party (including family members) without the student’s written permission. Permission forms may be obtained at the Cashier’s Office.

Although the university will accept payments from a third party, the student is responsible for settling all debts to the university by the appropriate deadlines.

Refund of Tuition

Tuition is refundable entirely at the option of the university. Refunds will be computed as of the date on which a student cancels or drops a course through the Registration Department. Request for a refund must be made to the Cashier's Office.

Refunds for a 12-15 week semester (session) are made at 100 percent through the end of the third week of classes (the refund deadline).

If you are enrolled in any session lasting less than 12 weeks, a different refund deadline applies. See the academic department for specific information.

Students who are recipients of Title IV federal financial aid funds (federal Pell Grant, SEOG, Stafford Loan, PLUS Loan, Perkins Loan) and who withdraw from all classes after the refund deadline, may have their financial aid reduced even though their tuition charges are not refunded. Refer to *Withdrawal Implications for Recipients of Financial Aid* on page 39 for more information.

The university does not issue cash refunds any time the refund deadline.

Tuition Refund Insurance

Elective insurance is available which provides full coverage for tuition and fees for students who suffer serious illnesses or accidents which make it necessary for them to leave the university before the semester is completed. The Tuition Refund Plan is offered through a private insurance carrier, Dewars, Inc. Further information and applications are available from the Cashier's Office and the Registration Department.

Exit Loan Counseling

All students who received Federal Stafford Loans, Federal Perkins Loans or Health Professions Student Loans must attend an exit loan counseling interview when they cease to be enrolled at least half-time. Contact Student Financial Services at (213) 740-4077 to schedule an appointment. Diplomas and transcripts will not be released if the student fails to complete this step.

Tuition Assistance Benefits

Tuition assistance is a benefit for all eligible faculty and staff working 50% time or more. The benefit covers employees, their spouses and children while they are in attendance at USC. Specifically excluded are all part-time employees working less than 50%, fellows, teaching assistants, research assistants, lab assistants, temporary employees or student workers. The employee *must* be employed

before the first day of the start of the semester. For additional eligibility information and an application, contact the Benefits Office on the University Park campus or Personnel Services on the Health Sciences campus.

The Tuition Assistance Benefit is a type of financial aid and will be coordinated and posted to the student's account using similar rules and the same methodology as any other type of financial aid.

Only those USC classes for which a student may register and receive a registration confirmation are eligible for Tuition Assistance Benefits. Special education programs, seminars and other classes not listed in the *USC Catalogue* are **not** eligible for tuition remission. The student is expected to pay for all course work taken that is not covered by tuition assistance benefits before the published payment deadline.

Prorating Tuition Assistance Benefits upon Separation of Employment

Employees who discontinue employment during the semester, or who are on an unpaid leave of absence of more than 30 days, are ineligible for Tuition Assistance Benefits and will have their benefit prorated. Employees who terminate prior to the end of any given semester should be advised that they will become financially responsible for that portion of the Tuition Assistance Benefit received, by them or by their dependents, which covers the period of that semester for which they are no longer an employee of the university. They should anticipate receiving a bill for that amount shortly after terminating employment.

Maximum Number of Units for Dependents

The maximum number of units covered by Tuition Assistance Benefits which may be taken by each dependent is 144 undergraduate or 72 graduate units, including units associated with classes from which the student has withdrawn or received an incomplete. Once that maximum is reached, the student is financially responsible for tuition associated with those units in excess of the maximum. Employees are responsible for monitoring the status of their Tuition Assistance Benefit usage.

Cancellations

Defined as complete withdrawal from the semester or session, cancellation refunds are computed based on the date the application to cancel enrollment is presented to the Registration Department.

Drops

Drops are defined as withdrawal from one class or part of registration. The refund schedule applies as of the date the drop is processed by the Registration Department.

This policy is enforced equally for settled and unsettled registrations.

Financing Alternatives

Tuition Prepayment Program (TPP)

This option offers individuals the opportunity to stabilize tuition costs by avoiding future tuition increases. Under this plan, the university will accept the prepayment of the student's total USC tuition plus mandatory fees at the current tuition rate for up to the next four years. For further information, contact Student Financial Services, (213) 740-4077.

USC Payment Plan

The USC Payment Plan, administered by Student Financial Services, enables students and parents to pay tuition, fees and university housing and meal plan charges in monthly installments rather than in a single payment at the beginning of each semester. Payments are made over a 10-month period, beginning August 1, and may be made by check, electronic transfer or credit card. There is a small application fee each year. The student must be in good financial standing at the university. For further information, contact Student Financial Services, (213) 740-4077.

Private and Federal Financing

USC participates in a number of long-term financing options that are available to all families regardless of eligibility for scholarships or financial aid. These programs can relieve students' and families' cash-flow restrictions and enable them to meet their expected contributions for the cost of college education. Information about loan programs is available online at www.usc.edu/ulffinaid or at the USC Financial Aid Office.

Student Health Insurance

USC student health insurance plan coverage periods:

- Fall coverage: August 25, 2003 through January 11, 2004: \$205.00
- Spring/Summer coverage: January 12, 2004 through August 22, 2004: \$391.00

Premiums, for the current semester, may be obtained by visiting the Student Health Center's Web site (www.usc.edu/uphc) and selecting "student health insurance and waivers."

The university requires that all students have supplemental health insurance. This will help to cover the cost of health care that cannot be obtained at the health center, especially in emergency situations where hospitalization may be required. All students carrying 6 units or more are automatically enrolled in the USC student health insurance plan. All international and Health Sciences campus students are required to have health insurance even if they carry less than 6 units and are automatically enrolled. 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.

New Waiver Requirements

Enrollment will only be waived if documented proof of adequate health coverage from another plan is presented to the Student Services Office at the Student Health Center on either the Health Sciences or the University Park campus and it meets the following criteria.

Criteria:

- Must provide at least \$500,000 in lifetime aggregate coverage (no per incident maximum)
- Must cover the student for the entire coverage period
- Must have effective dates covering the entire semester: Fall 2003 — August 25, 2003 to January 11, 2004; Spring 2004 — January 12, 2004 to August 22, 2004
- Must pay for at least 80% of covered expenses
- Must provide proof with student's name on it (identification card or insurance policy)
- Must have a deductible of \$250 or less per policy year
- The plan description must be provided in the English language and currency must be converted to U.S. dollars

For more information, email the Student Insurance Office at uphcins@usc.edu or call (213) 740-0551. You may also visit the Student Insurance Office located in Parking Structure D.

Graduate Assistants

Graduate assistants with a .25 award or higher may be eligible to have USC pay for the USC student health plan and the USC Student Health Center fee. Their assistantship award must show in the student financial detail system. More information is available in the student's award packet through his or her academic department.

Student Health Insurance for Students Studying Overseas

Students enrolled in overseas study programs are required to have USC health insurance coverage. These students are automatically enrolled in the USC overseas studies health insurance plan unless they are enrolled in the USC health plan. For more information please email the Student Insurance Office at uscins@usc.edu or call (213) 740-0551. You may also visit the Student Insurance Office located in Parking Structure D.

Veterans' Benefits

Veterans must register with the Office of Veteran Affairs each semester in order to receive benefits. Students may expect an educational allowance based only on courses which are a legitimate part of the degree program approved for veterans. The student must notify the Office of Veteran Affairs immediately upon any change in unit load or change of major. The office is located in Student Administrative Services, Room 101, (213) 740-4619. Office hours are 8:30 a.m. to 5 p.m. Monday–Friday or contact vets@usc.edu.

Naval ROTC

The Department of Naval Science offers courses for all undergraduate students, although the courses are structured primarily for those who are participating in the Naval Reserve Officers Training Corps. This program eventually leads to a reserve commission as an officer in the United States Navy or the United States Marine Corps. Most NROTC midshipmen at USC are the recipients of four-year scholarships earned through national competition while seniors in high school. These grants pay full tuition, fees, a book stipend and a \$250 to \$400 monthly subsistence stipend to help defray living expenses. The university also provides an additional automatic scholarship of \$4,000 per year for each NROTC scholarship recipient to help pay for living expenses. Navy/Marine Corps scholarships are also available on a competition basis to students who enroll directly in the NROTC college program at the university. College program students receive no NROTC financial aid until they are selected for a scholarship. College program students who are not selected for a scholarship or who opt not to pursue one, may apply for advanced standing status during the sophomore year which makes them eligible to receive a subsistence stipend beginning in the junior year. All NROTC students may select their own major, although engineering or the sciences are preferred. Upon completion of the bachelor's degree, students are commissioned as ensigns in the U.S. Naval Reserve or as second lieutenants in the U.S. Marine Corps Reserve, and proceed to advanced training in Navy

Unrestricted Line Officer specialties including: aviation, submarines, surface ships, special warfare and special operations or Marine Corps Military Occupational specialties. For specific information, contact the Department of Naval Science at (213) 740-2663.

Air Force Reserve Officers' Training Corps (AFROTC)

Air Force Reserve Officer Training Corps (AFROTC) offers two-, three- and four-year programs leading to a commission in the Air Force. AFROTC and USC offer numerous financial incentives to assist in students' pursuit of a challenging career. The AFROTC program is open to most students pursuing baccalaureate and graduate degrees. Aerospace Studies entail one semester-hour course with a one hour laboratory the first two years and a three semester-hour course with a one hour laboratory the last two years. AFROTC offers a variety of one- to four-year scholarships (\$15,000, \$9,000 per year, 80% and 100% of annual tuition) which include at least a \$250 monthly stipend. Upon graduation, a challenging career is guaranteed through a commission in the Air Force. For further information, contact the Department of Aerospace Studies at (213) 740-2670 or visit www.usc.edu/afrotc.

Army Reserve Officers' Training Corps (AROTC)

The Department of Military Science offers two-, three- and four-year programs leading to a commission as a Second Lieutenant in the U.S. Army. Scholarships are awarded on a competitive basis to qualified applicants. Scholarship cadets may receive up to \$28,600 in yearly benefits. Army scholarships are merit based and are not dependent on individual financial need. Both active duty and guaranteed reserve forces duty scholarships are available. All nonscholarship cadets who are in their junior and senior year will receive \$350 to \$400 per month subsistence allowance. All enrolled cadets receive uniforms and military science textbooks from the department. Students may select any major offered by the university. Upon completion of their bachelor's degree, students who are commissioned may choose from 17 different branches in the U.S. Army. Veterans, Reservists, National Guard members and JROTC graduates qualify for advanced placement. For further information visit the Army ROTC office located in the Physical Education Building 115D or call (213) 740-1850.

Financial Aid

Students at USC benefit from federal, state and university financial aid programs administered by the Financial Aid Office and from scholarships, fellowships and assistantships, which are administered by the Office of Admission, the Graduate School and various academic departments. USC also offers an interest-free 10-monthly-payments plan and participates in long term loan programs.

Students may apply for one or more kinds of aid, depending on eligibility. Students must be U.S. citizens or permanent residents, and must meet all other eligibility requirements to be eligible for federal, state and university financial aid programs. Detailed information is available online at www.usc.edu/financialaid.

Although international students cannot receive financial aid, they may be eligible for

scholarships and for graduate assistantships offered by their schools or departments. International students should contact their departments directly for information about existing opportunities. International students may also be eligible for some private educational loans.

Undergraduate Students

Scholarships

Scholarships awarded on the basis of academic achievement, leadership, service and talent are available through the Office of Admission, most academic departments at USC, alumni groups and outside agencies and foundations. Some of these awards require a separate application. In some cases, financial need is also considered. Further information may be obtained from the appropriate school, department, or awarding agency.

2003-2004 Application Procedures for Federal, State and University Financial Aid

Entering Freshmen and Transfer Students

Entering freshmen and transfer students must submit a completed Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA to the federal processor and a completed CSS PROFILE Application to the College Scholarship Service. Students must also submit to the USC Financial Aid Office copies of their and their parents' signed 2002 federal income tax returns including all schedules and W-2 forms or a 2003-2004 Non-Filing Statement form if the student is not legally required to file a federal tax return. Application forms should be submitted by January 21, 2003 and tax returns or non-filing statements should be submitted by March 4, 2003 in order to receive notification of financial aid eligibility well in advance of the May 1 national candidates reply date. New Cal Grant applicants must also submit a GPA Verification Form to the California Student Aid Commission by March 2, 2003.

Continuing Undergraduates

To be considered for university and federal campus-based funds for the 2003-2004 academic year, the College Scholarship Service (CSS) must receive the student's CSS PROFILE Application by February 28, 2003. In addition, the federal processor must receive the student's Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA by February 28, 2003. The Financial Aid Office must receive copies of student and parent signed 2002 federal income tax returns including all schedules and W-2 forms or 2003-2004 Non-Filing Statement forms no later than May 6, 2003. Students should submit a Non-Filing Statement form only if they are not legally required to file a federal tax return. Students should also submit a Supplemental Form for Financial Aid as early as possible. The Financial Aid Office must receive any additional documentation or information it may request no later than 30 days from the date of the first request. New Cal Grant applicants must also submit a GPA Verification Form to the California Student Aid Commission by March 2, 2003.

Grants

The Financial Aid Office will award University Grants to eligible students who meet all financial aid application deadlines.

The Federal Pell Grant program is a grant program for exceptionally needy students. Federal Supplemental Educational Opportunity Grants (SEOG) are also available for exceptionally needy students. The SEOG is awarded only to eligible students who meet all application deadlines.

Cal Grants A and B are administered by the California Student Aid Commission. All undergraduate aid applicants who are residents of California are required to apply. Cal Grant A is for partial tuition and fees. Cal Grant B recipients receive a stipend the first year and receive a stipend and tuition credit in subsequent years.

The Cal Grant T program is also administered by the California Student Aid Commission. Only students who already have a bachelor's degree and are pursuing a teaching credential are eligible to apply for this award. Cal Grant T provides funds to help pay for tuition and mandatory fees for one year only.

Federal Work-Study

The Federal Work-Study program enables eligible students to earn part of their financial aid award through employment either on campus or with an approved off-campus employer. Only students who meet all application deadlines are considered for this program.

Student Loans

Loans through the Federal Perkins Loan Program are awarded to eligible students who apply on time. Repayment begins nine months after the borrower ceases to be enrolled at least half time.

Subsidized and Unsubsidized Federal Stafford Loans are also available. Repayment begins six months after the borrower ceases to be enrolled at least half time. All loan repayment terms are subject to change.

Financing Programs

Several programs are available to help families meet the costs of education by providing long-term financing options and a short-term payment plan. Refer to Financing Alternatives on page 32 for more information.

Second Bachelor's Degree

Students who are pursuing their second bachelor's degree are eligible for a limited number of financial aid programs — Subsidized Federal Stafford Loan and the Unsubsidized Federal Stafford Loan. Students who meet all application deadlines are also considered for the Federal Work-Study and Federal Perkins Loan programs only.

Graduate and Professional Students

Financial support for graduate study at USC is available from many sources. Most graduate departments and professional schools offer fellowship and graduate assistantship opportunities. In support of the university's commitment to diversity, fellowships are set aside for minority students from groups now under-represented in doctoral study. The USC Financial Aid Office administers federal and state financial aid programs. Several federal agencies and private foundations offer support for students engaged in research in specific fields of study. In addition, many corporations provide fellowships or tuition reimbursements for their employees.

2003-2004 Application Procedures for Federal Financial Aid

Students who wish to apply for the Federal Stafford Loan program must submit a Free Application for Federal Student Aid (FAFSA) to the federal processor and a Supplemental Form for Financial Aid to the USC Financial Aid Office.

To be considered for the Federal Perkins Loan and Work-Study program for the 2003-2004 academic year, the federal processor must receive the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA by February 28, 2003. In addition, the Financial Aid Office must receive the completed Supplemental Form for Financial Aid by May 6, 2003. The Financial Aid Office must also receive a complete copy of the student's (and spouse's, if applicable) signed 2002 federal income tax return including all schedules and W-2 forms or the 2003-2004 Student Non-Filing Statement form by May 6, 2003. Non-Filing Statement forms may only be submitted if the student and/or spouse are not legally required to file a federal tax return. Graduate students must also submit any additional documents requested by the Financial Aid Office. Law, Dental, Medical, Occupational Therapy, Biokinesiology and Physical Therapy, Physician Assistant, and Pharmacy students

should check with their departments for additional application requirements.

Federal Work-Study

The Federal Work-Study program enables eligible students to earn part of their financial aid award either on campus or with an approved off-campus employer. Only full-time (eight or more units) students with high financial need who meet all application deadlines are considered for this program.

Federal Loans

Full-time (eight or more units) students with high financial need who meet all application deadlines are considered for Federal Perkins Loans. Repayment begins nine months after the borrower ceases to be enrolled at least half time.

Subsidized and Unsubsidized Federal Stafford Loans are also available. Repayment begins six months after the borrower ceases to be enrolled at least half time.

The Health Professions Student Loan program provides loans to students in the health professions.

Graduate Fellowships and Assistantships through USC

Prospective and continuing students seeking financial aid will find opportunities for funding their graduate study through the Graduate School and their individual schools and departments. In general, fellowships offered through the Graduate School are for study leading to the Ph.D. degree. Students entering professional degree programs should inquire at their professional schools for information about sources of financial assistance.

Acceptance of Offers of Financial Assistance

USC subscribes to the following resolution of the Council of Graduate Schools in the United States regarding graduate scholars, fellows, trainees and assistantships.

Acceptance of an offer of financial assistance (such as graduate scholarship, fellowship, traineeship or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

Graduate Assistantships

Graduate assistantships are awarded each year by departments of the university on the basis of scholastic accomplishment, academic promise and competence. Only students regularly enrolled in USC graduate degree programs are eligible for appointment as graduate assistants and may be appointed to a maximum of one year at a time. All graduate assistants are under direct and assigned supervision of regular faculty members and report regularly on the conduct and performance of their responsibilities to the supervising faculty. These awards include: teaching/laboratory assistants, assistant lecturers and research assistants.

Financing Programs

Several programs are available to help families meet the costs of education by providing long-term financing options and a short-term payment plan. Refer to page 32 for more information.

Satisfactory Academic Progress: Undergraduate Students

Purpose of Satisfactory Academic Progress Regulations

To be eligible for federal, state and university aid, students are required by the U.S. Department of Education and the state of California to maintain satisfactory academic progress toward their degree objectives. In compliance with prescribed regulations, USC has established guidelines that are designed to promote timely advancement toward a specific degree objective.

The following guidelines provide academic progress criteria for all students receiving financial aid at USC. Although the requirements for students receiving financial aid are somewhat more restrictive than for the general student population, they are based on reasonable expectations of academic progress toward a degree. Accordingly, these guidelines should not be an encumbrance to any student in good academic standing.

Financial Aid Programs Subject to Satisfactory Academic Progress

Academic progress criteria apply both to recipients of financial aid programs created under Title IV regulations of the Higher Education Act of 1965, as amended, as well as to recipients of those other programs used by the Financial Aid Office at USC to provide students with financial assistance to meet their financial need. Specifically included are the Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan Program, and Federal Work-Study programs. These standards of satisfactory academic progress also apply to students maintaining eligibility for Federal Stafford Loans. Satisfactory academic progress standards also apply to students receiving state-supported grants, either within or outside California; receiving agency-sponsored assistance; and participation in all scholarship, grant, loan or employment programs provided through unrestricted university funds.

Specifically *not* bound by these guidelines are recipients of tuition assistance benefits and departmental awards who are not receiving any other federal, state or university funds.

Definition of Satisfactory Academic Progress (SAP)

At USC, satisfactory academic progress is defined by the following three criteria:

- (1) Meeting a minimum grade point average requirement.
- (2) Earning a minimum number of units for credit per semester (yearly progress).

(3) Completing the degree objective within a maximum number of semesters enrolled and a maximum number of attempted units (maximum time allowance).

Grade Point Average Requirement

To maintain satisfactory academic progress, students must meet the grade point average requirements for continued enrollment at USC, as stated in the Academic Standards and the Requirements for Graduation sections of this catalogue (pages 58 and 60).

Yearly Progress Requirement

To maintain satisfactory progress, undergraduate students must complete a minimum number of units for credit each semester as illustrated in the following table:

SAP Semester Number	Units Required Per Term	Minimum Cumulative SAP Units Required
0.5		6
1.0	12	12
1.5		18
2.0	12	24
2.5		31
3.0	14	38
3.5		45
4.0	14	52
4.5		59
5.0	15	67
5.5		74
6.0	15	82
6.5		90
7.0	16	98
7.5		106
8.0	16	114
8.5		121
9.0	14	128
9.5		135
0.0	14	142
10.5		149
11.0	14	156

Satisfactory Academic Progress Semester Number

New freshmen who enter USC with no transfer units begin at satisfactory academic progress (SAP) semester number 0.0. Transfer students begin at their calculated SAP semester number explained in the Transfer Course Work Completed Prior to Matriculation at USC section. Thereafter, each semester in which a student attempts 6-11 units is counted as 0.5 SAP semester. Each semester in which a student attempts 12 or more units is counted as 1.0 SAP semester. Semesters in which a student attempts fewer than six units and summer sessions are not counted as SAP semesters.

Maximum Time Allowance

To show satisfactory progress, students must complete their degree objective within a specified amount of time. The time frame will depend upon the student's enrollment status and educational objective.

Undergraduate students in single-degree, four-year programs requiring 128 units are eligible for financial aid for a maximum of 144 total attempted units or a maximum of nine SAP semesters, whichever comes first. See the previous section for an explanation of SAP semesters. The allowances will be increased as necessary for single-degree, four-year programs requiring more than 128 units. Students pursuing a five-year, single-degree program or enrolled in a program of study leading to two diplomas will be eligible to receive financial aid for a maximum of 176 attempted units or 11 SAP semesters, whichever comes first.

The following guidelines have been established for students who change majors and students pursuing a second bachelor's degree.

Students Who Change Majors

If a continuing USC student changes from one major to another, there will be a one-time-only reevaluation of the student's unit and semester allowances. The student, together with his or her academic advisor, must complete a Satisfactory Academic Progress Appeal form and submit it to the Financial Aid Office. The maximum increase that will be made for any student is 16 units and one semester.

Students Pursuing a Second Bachelor's Degree

Regular funding is not available for students pursuing a second bachelor's degree. Students seeking financial aid for a second bachelor's degree are monitored for satisfactory academic progress based on the following:

- (1) Students who have received their first bachelor's degree from another institution will be granted a maximum of 64 additional units or five semesters, whichever comes first, to complete their second bachelor's degree at USC.
- (2) Students who have received their first bachelor's degree from USC will be granted a maximum of 44 additional units or four semesters, whichever comes first, to complete their second bachelor's degree at USC.

(3) The maximum unit and semester allowances for a second bachelor's degree may be reconsidered if additional units are required for completion of a specific program of study. The student, together with his or her academic advisor, must complete a Satisfactory Academic Progress Appeal form and submit it to the USC Financial Aid Office.

How Satisfactory Academic Progress is Monitored

Satisfactory academic progress is monitored for all students at the end of the academic year and for some students each semester. The Office of Academic Review monitors the minimum grade point average requirement as well as the requirement that students declare a primary major by the completion of 64 units. The Financial Aid Office monitors yearly progress and the maximum time allowance.

The following guidelines have been established for treatment of non-credit grades, repeated course work, transfer course work and summer course work.

Incompletes, Withdrawals, Repetitions, Remedial Work and Other Non-credit Grades

Students should be aware that units awarded grades of W, UW, IN, F, IX, NC, NP, and V do not apply toward a degree. Therefore, students must not count in their calculations of completed SAP units any classes in which they received these grades. Units awarded these grades will be counted toward the maximum time allowance. Please refer to the Academic Standards section of this catalogue (page 58) for a detailed definition of these grades.

Students required to complete remedial work (Chemistry 040, Math 040, Physics 040, Composition 040, English 075) may apply up to 10 units of course work toward yearly progress unit requirements. These units are only counted for satisfactory academic progress (SAP) purposes and will not count toward graduation. Remedial course work will be counted toward the maximum time allowance. Semester and unit allowances will not be increased for students enrolled in remedial course work.

Repeated Course Work

All repeated course work counts toward the student's maximum time allowance. The maximum unit and semester allowances for repeated course work may be reconsidered if repeated course work is necessary for basic degree completion. The student, together with his or her academic advisor, must complete a Satisfactory Academic Progress Appeal form and submit it to the USC Financial Aid Office. Regular funding may not be available for repeated course work.

Transfer Course Work Completed Prior to Matriculation at USC

All transfer units taken prior to matriculation at USC will count toward the student's satisfactory academic progress cumulative maximum unit and semester allowances. The transfer units are divided by 14 to calculate the number of SAP semesters the student completed prior to enrollment at USC. These numbers, subtracted from the student's maximum SAP unit and semester allowances, determine the number of units and semesters the student has remaining. This, in turn, determines the number of units required per term to maintain satisfactory academic progress (refer to the table in the Yearly Progress Requirement section).

Summer Course Work

The summer session is considered to be an optional semester for satisfactory academic progress purposes. Students who have fallen behind in yearly progress may wish to use summer session enrollment to make up the deficiency. Units attempted at USC during the summer session will count toward the student's cumulative maximum unit allowance, but the term will not count as a SAP semester. Transferable summer classes taken outside of USC are treated in the same way. Transferable summer classes will not improve a student's USC grade point average; only summer courses taken at USC can be used to improve the USC grade point average. Students are encouraged to consult with the Financial Aid Office regarding funding options prior to enrolling at USC for the summer, as regular funding is generally not available. Students are also encouraged to consult with their academic advisor regarding allowable transfer summer work prior to enrolling outside of USC.

Non-Summer Classes Taken Outside of USC by a Continuing Student

One hundred percent of non-summer session work accepted by USC for a continuing student will count toward the student's cumulative maximum unit and semester allowances. See page 56 for residence requirements for courses taken in fall and spring semesters.

Failure to Maintain Satisfactory Academic Progress

Students who do not meet satisfactory academic progress requirements are notified, in writing, by the Financial Aid Office. Students who have reached the maximum time allowance are ineligible for further financial aid. Students who are academically disqualified from the university are ineligible for further financial aid. Students who fail to meet the yearly progress requirement are placed on financial aid probation.

Financial Aid Probation

Students who do not meet the yearly progress requirement will be placed on financial aid probation. Students may continue to receive financial aid while on probation. Students who are placed on financial aid probation are encouraged to seek both academic and financial aid advisement. By the end of financial aid probation the student must meet all satisfactory academic progress requirements. If, at the end of the probationary period, the student does not meet the minimum requirements, he or she will no longer be considered to be making satisfactory academic progress and will become ineligible for financial aid. Students will be allowed one probationary period during the course of their enrollment.

Regaining Financial Aid Eligibility

Students who have lost eligibility for financial aid due to lack of yearly progress can be reinstated by successfully completing sufficient units to meet the desired standards. The student must notify the Financial Aid Office once the units have been completed.

Maximum time limitations may be appealed if there is an increased unit requirement for completion of a specific program, or if the student is pursuing a double major or adding a minor. The student and the academic advisor must submit a Satisfactory Academic Progress Appeal form along with supporting documentation to the Financial Aid Office. Students who have changed majors may also request a maximum time extension, explained in the section Students Who Change Majors on page 36.

Students may appeal the determination that they are not meeting the satisfactory academic progress requirements. The following can be considered: extended illness; participation in certain time-demanding university sponsored cocurricular activities; one-time extenuating circumstances which have since been resolved; enrollment limitations due to academic advisement. The student and the academic advisor must submit a Satisfactory Academic Progress Appeal form with complete supporting documentation to the Financial Aid Office. The appeal will be evaluated and the student will be notified of the decision. Some appeals are approved through the use of an academic year contract or a semester-by-semester contract. Students placed on a contract are eligible for financial aid strictly according to the terms of the contract. Reinstated eligibility through a contract can alter the quantity and quality of the financial aid for which a student is eligible. Any deviation by the student from the terms of the contract results in the forfeiture of future financial aid eligibility.

Students who have lost eligibility for financial aid due to an insufficient grade point average must obtain guidance from the Academic Review Office. If the student is readmitted to the university by the Academic Review Office following academic disqualification,

the student must notify the Financial Aid Office for financial aid processing to resume.

Any student who is appealing his or her Satisfactory Academic Progress status must meet all financial aid application deadlines and other eligibility requirements. As with

any type of financial aid appeal, Satisfactory Academic Progress appeals are funded on a funds-available basis.

Satisfactory Academic Progress: Graduate and Professional Students

Satisfactory Academic Progress Policy Eligibility

To be eligible for financial aid, continuing graduate and professional students must maintain the academic standards and degree progress required for their programs of study as provided by statements on file in the Graduate School. A professional student is defined as a student pursuing a post baccalaureate professional degree. Students whose academic standing or degree progress falls below the standard will be placed on financial aid warning during the next semester of registration. If their academic standing or degree progress is not raised to the standard by the end of the semester of financial aid warning, all financial aid will be terminated for these students until the requirements have been met.

Reasonable Degree Progress: Full-Time Students

Reasonable degree progress for full-time graduate and professional students is in accord with definitions for their respective programs on file in the Graduate School.

Basic Eligibility

Full-Time Students Full-time students pursuing professional degrees can apply for financial aid for the number of units of course work required for the particular program of study. Course work transferred to the university in partial fulfillment of the degree requirements will be subtracted from the unit allowance.

Full-time students pursuing graduate degrees can apply for financial aid for each semester

of full-time registration up to and including the semester in which they complete course work and/or qualifying exam requirements for their degree.

Part-Time Students Students pursuing graduate and professional degrees who are enrolled at least half-time but less than full-time, as defined by their particular programs of study, can apply for prorated financial aid according to a schedule set by the Financial Aid Office. The same unit and semester allowances as defined above will apply. Part-time students should be aware of possible limitations in some aid programs and should consult with the Financial Aid Office for specific information.

Aid While Preparing for a Comprehensive or Qualifying Examination

Students in master's degree programs can apply for financial aid for one semester of registration while preparing for a comprehensive or qualifying exam. Students in doctoral degree programs can apply for financial aid for two semesters of registration while preparing for a comprehensive or qualifying exam.

Candidates in master's degree programs requiring a thesis can apply for financial aid for a maximum of three semesters of registration following completion of course work and/or comprehensive exam requirements. Candidates in doctoral degree programs requiring a dissertation can apply for financial aid for a maximum of six semesters of registration following completion of course work and qualifying exam requirements.

Dual Degree and Part-Time Semester Eligibility

Full-time graduate and professional students in the authorized dual degree programs of generally longer duration than single degree programs may be granted an increase in the semester allowances commensurate with the additional program requirements if they notify the Financial Aid Office of their dual degree status by no later than the end of their second semester of registration in the program. The student should obtain a written certification by one of the student's academic units of his or her dual degree status and an expected date of graduation.

Full-time students in graduate and professional programs who enroll less than full-time in a particular semester can apply for prorated financial aid for that part-time semester according to a schedule set by the Financial Aid Office. Full-time students who withdraw from course work, and therefore become part-time in a particular semester, must receive departmental certification that they are full-time students in good academic standing before financial aid will be granted for the next semester of enrollment.

Regaining Eligibility

Students who are no longer eligible for financial aid can have their eligibility reinstated if they successfully complete sufficient units and/or improve their academic averages to meet stated requirements. Students who are notified that they are on financial aid warning should consult their academic advisors.

Financial Aid Policy Regarding Falsification of Financial Aid Information

When applying for and receiving federal, state and university financial aid funds, students and parents complete and submit numerous applications, forms and other documents. The various types of information include, but are not limited to, the following:

- Free Application for Federal Student Aid (FAFSA)
- Student Aid Report
- CSS PROFILE Application
- Supplemental Form for Financial Aid
- Statement of Educational Purpose
- Selective Service Registration Compliance
- Student and parent federal income tax forms and other income documentation
- Documentation of US citizenship or permanent residency
- Academic documents relating to high school diploma or college course work
- Loan applications, promissory notes and related documentation
- Specific program applications
- Federal Work-Study time sheets
- Any university financial aid forms and related documentation
- Any written, electronic or verbal statements sent to or made to a staff member

The integrity of the documents and the honesty of the information presented through them is critical to the financial aid process. When any document or information given misrepresents a student's financial need, other students are placed at a disadvantage, university governance and procedures are undermined, and state and federal agencies are defrauded. Students should be aware that they will be held responsible for the integrity of any financial aid information submitted either by them or on their behalf.

If the USC Financial Aid Office, the USC Office of Internal Audit, or any federal or state agency has reason to believe that a student or a parent has provided falsified information, or has submitted forged documents or signatures, the following steps will be taken:

(1) An incident report will be filed with USC's Office of Student Judicial Affairs and Community Standards following procedures outlined in the University Student Conduct Code. (The University Student Conduct Code is published in *SCampus*, the student guidebook.) Pending resolution of the complaint, the Financial Aid Office may restrict the distribution of any further aid to the accused student.

(2) If it is determined through the student conduct review process that a violation has occurred, the consequences may include (but are not limited to) the following:

- The student will be required to make full restitution of any and all federal, state, private, and/or university scholarship, grant, loan, or work funds to which he or she was not entitled.
- Until full restitution is made, all federal, state and university funds will be withheld from the student, including all funds disbursed in past or in current terms.
- The student will be responsible for all charges on the student's account incurred because of the loss of federal, state or institutional financial aid funds.

- If the student is determined to be ineligible for financial aid because of a basic eligibility criterion such as citizenship, no further federal, state or university funds will be awarded to the student in any future terms of enrollment at the university.
- If the student is determined to be ineligible for a specific financial aid program, the student will not be eligible to receive funds from that program in any future terms of enrollment at the university.
- No other funds will be awarded to replace those lost funds for which a student is determined ineligible due to dishonesty.

(3) In addition to any consequences directly related to the student's financial aid, the student may be assigned disciplinary sanctions as described in the Student Conduct Code (11.80).

(4) As required by federal and state law, the USC Financial Aid Office will report any infraction to the appropriate office or agency. These include the US Department of Education's Office of the Inspector General, the appropriate state agencies or other entities which may take whatever action is required by federal or state law, or other regulations. In this report, the Financial Aid Office will describe in detail the incident, the response of the Financial Aid Office, and any additional actions taken by or pending with the university.

Withdrawal Implications for Recipients of Financial Aid

During the Drop/Add Period

During the university's published drop/add period, students who withdraw or reduce their enrollment may be eligible for a 100% refund of tuition for classes dropped.

A financial aid recipient must immediately notify the Financial Aid Office in writing when he or she withdraws from one or more classes during the drop/add period if the student's remaining enrollment differs from the enrollment plans on the student's current

Statement of Financial Aid Eligibility. The same applies if one or more classes are cancelled.

The Financial Aid Office will review the student's new enrollment and, if appropriate, will send the student a revised Statement of Financial Aid Eligibility based on the new enrollment status.

If a financial aid recipient withdraws from *all* classes or to less than half-time status during the drop/add period, *all* financial aid awards must be returned to their respective programs. If the student was given financial aid funds for other expenses he or she will be expected to return those funds to the university.

After the Drop/Add Period

Students who are recipients of Title IV federal financial aid are also covered by federal policies. Title IV federal financial aid is awarded to a student under the assumption that the student will attend for the entire period for which the assistance is awarded and thereby “earn” the award. When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of federal funds that the student was originally scheduled to receive.

The federal policy requires the return of “unearned” Title IV federal financial aid to the U.S. Treasury if recipients withdraw from all classes on or before the 60% point in the term based on the student’s last date of attendance, even if the student is not entitled to a refund of tuition.

A student is required to immediately notify the Registrar and the Financial Aid Office when he or she stops attending classes. If the student fails to notify either office, it is possible that the 50% point in the term will be used to determine the student’s last date of attendance, in accordance with federal regulations. If a student withdraws from all classes, the Financial Aid Office will determine whether that student’s period of attendance resulted in the earning of all of the federal financial aid that was originally awarded. If it is determined that not all of the scheduled federal aid has in fact been earned, then the Financial Aid Office will calculate the amount to be returned to the federal financial aid programs. The Financial Aid Office will bill the student on his or her university account for the amount returned. It is the student’s responsibility to contact the Cashier’s Office about settling the bill.

Additional Responsibilities of Students Who Withdraw

Any time a student withdraws from one or more courses, the student should consider the potential effect on his or her satisfactory academic progress (SAP) status. See page 36 for more information about SAP requirements.

Whenever a student’s enrollment changes to less than half time or the student withdraws completely, or if a student takes a leave of absence, he or she must notify the lender or holder of any loans. Student borrowers of federal or university loans must also satisfy exit loan counseling requirements.

It is also the student’s responsibility upon withdrawal from all classes to notify the Student Financial Services Office, the Housing Services Office, the Transportation Services Office and/or the USCard Office, if the student has charges from these offices on his or her student account. Withdrawn students may be entitled to a prorated cancellation of charges from these offices.

Tuition Refund Insurance Plan

To complement its own refund policy, the university makes available to students the Tuition Refund Plan (TRP), an insurance policy designed to protect the investment students and their families make in education. The Financial Aid Office strongly encourages all financial aid recipients to take advantage of this plan. If a student formally withdraws from all classes after the end of the drop/add period and he or she is covered by TRP, the student may receive:

- a credit to his or her student account equal to 100% of charges for tuition and mandatory fees, if the withdrawal is the result of documented personal illness or accident; or
- a credit to his or her student account equal to 60% of the charges for tuition and mandatory fees, if the withdrawal is the result of a documented mental/nervous disorder.

The TRP insurance credit will be first applied to any outstanding charges on the student’s university account, including any charges resulting from Title IV federal aid returns. Recipients of university and/or federal financial aid will then receive a cash refund equal to the amount of cash payments made to the account plus any loan payments still on the account (after all returns of title IV aid have been made in accordance with federal policies, if applicable). The remainder of the TRP insurance credit will be used to repay university financial aid programs.

Brochures about TRP requirements and claim forms are available in the Cashier’s Office and the Registrar’s Office. All questions about the Tuition Refund Plan should be directed to these offices.

Notes on Federal Policy

Title IV Federal Financial Aid

Students are considered recipients of Title IV federal financial aid if they have used funds from one or more of the following programs to meet educational expenses for the semester in question: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Stafford Loan (Subsidized or Unsubsidized), or Federal PLUS Loan.

Period of Enrollment

At USC, the periods of enrollment are generally measured using the session(s) the student enrolled in on a semester basis, starting on the first day of classes and ending on the final day of examinations for a given term. For purposes of Title IV federal aid, any scheduled break of five or more days will not be included in the measurement of the enrollment period.

Measurement of Earned Title IV Federal Financial Aid

When a student withdraws from all classes, the Financial Aid Office will calculate the percentage of earned Title IV federal aid using the point of withdrawal. The earnings calculation is based on the number of days of enrollment, up to and including the day of withdrawal, divided by the total number of days in the enrollment period. In most cases, when a total withdrawal is determined to occur on or before the 60% point in a semester, some federal aid will need to be returned.

Title IV Federal Financial Aid Returns

To satisfy federal regulation, returns to Title IV financial aid programs must be made in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- Federal Plus Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Federal Programs

Example

Jane is a financial aid recipient who withdraws from all of her classes on the 66th day of the semester. Jane lives in non-university housing. The only charges that appear on the university account are for tuition and fees. All charges on her account are fully paid. Jane promptly notifies the Financial Aid Office of her withdrawal.

According to USC's refund policy Jane is not entitled to a refund of the tuition charges aid, since she withdrew after the end of the university's official add/drop period. She is entitled to retain 100% of her university financial aid. However, according to the Title IV federal financial aid return policy, she has earned only 58.4% of her federal aid and the Financial Aid Office is required to calculate the portion of her Title IV federal aid that must be returned.

Jane's semester charges:	
Tuition	\$11,000
Fees	290
Total institutional costs:	\$11,290

Jane's payments including financial aid:	
Federal Subsidized Stafford Loan	\$1,312
Federal Perkins Loan	500
University grant	5,700
Jane's cash payment	3,778
Total payments to the student's account:	\$11,290
Total university aid:	5,700
Total federal financial aid:	1,812

Amount of aid Jane may retain	
• 100.0% of total USC aid	\$5,700.00
• 58.4% of total federal aid	1,058.21

Amount of federal aid to be returned:	
\$753.79 or 41.6% of her total federal aid	
The return of the federal aid will be allocated, following federal regulations, in the following order:	
To the Stafford Loan Program	\$753.79
To the Perkins Loan Program	.00
Total amount returned:	\$753.79

Impact of Withdrawal on Jane's USC Account Balance Before her withdrawal and the return of the unearned portion of federal financial aid, Jane had a \$0 account balance. After the return of the federal aid mandated by her total withdrawal from classes, Jane has a \$753.79 balance that she will need to settle with the Cashier's Office.

Percentage of Return of Financial Aid Based on a Standard USC Term of 113 Days

# Day in Term	% of Term Attended	USC Return of Aid Policy	Federal Return of Aid Policy	24th	21.2	0%	78.8%	51st	45.1	0%	54.9%
Before the 1st day of class	0%	100%	100%	25th	22.1	0%	77.9%	52nd	46.0	0%	54.0%
1st	0.9	100%	99.1%	26th	23.0	0%	77.0%	53rd	46.9	0%	53.1%
2nd	1.8	100%	98.2%	27th	23.9	0%	76.1%	54th	47.8	0%	52.2%
3rd	2.7	100%	97.3%	28th	24.8	0%	75.2%	55th	48.7	0%	51.3%
4th	3.5	100%	96.5%	29th	25.7	0%	74.3%	56th	49.6	0%	50.4%
5th	4.4	100%	95.6%	30th	26.5	0%	73.5%	57th	50.4	0%	49.6%
6th	5.3	100%	94.7%	31st	27.4	0%	72.6%	58th	51.3	0%	48.7%
7th	6.2	100%	93.8%	32nd	28.3	0%	71.7%	59th	52.2	0%	47.8%
8th	7.1	100%	92.9%	33rd	29.2	0%	70.8%	60th	53.1	0%	46.9%
9th	8.0	100%	92.0%	34th	30.1	0%	69.9%	61st	54.0	0%	46.0%
10th	8.8	100%	91.2%	35th	31.0	0%	69.0%	62nd	54.9	0%	45.1%
11th	9.7	100%	90.3%	36th	31.9	0%	68.1%	63rd	55.8	0%	44.2%
12th	10.6	100%	89.4%	37th	32.7	0%	67.3%	64th	56.6	0%	43.4%
13th	11.5	100%	88.5%	38th	33.6	0%	66.4%	65th	57.5	0%	42.5%
14th	12.4	100%	87.6%	39th	34.5	0%	65.5%	66th	58.4	0%	41.6%
15th	13.3	100%	86.7%	40th	35.4	0%	64.6%	67th	59.3	0%	40.7%
16th	14.2	100%	85.8%	41st	36.3	0%	63.7%	68th-113th	60.2	0%	0.0%
17th	15.0	100%	85.0%	42nd	37.2	0%	62.8%				
18th	15.9	100%	84.1%	43rd	38.1	0%	61.9%				
19th	16.8	100%	83.2%	44th	38.9	0%	61.1%				
20th	17.7	0%	82.3%	45th	39.8	0%	60.2%				
21st	18.6	0%	81.4%	46th	40.7	0%	59.3%				
22nd	19.5	0%	80.5%	47th	41.6	0%	58.4%				
23rd	20.4	0%	79.5%	48th	42.3	0%	57.7%				
				49th	43.4	0%	56.6%				
				50th	44.2	0%	55.8%				

Note: If the length of the academic term is either longer or shorter than the standard 113 day term, students may request their refund table from the Financial Aid Office.

Student Life

The Student Affairs Division has as its fundamental purpose the provision of services and resources to students which will assist them in their total development: physical, social, emotional, cultural, moral and intellectual. As such, the division complements and serves the educational, research and service objectives of faculty and students by designing programs which are an extension of the academic experience. Consistent with this charge, the division has adopted the following statement which informs and guides its policies and actions regarding the USC community.

Principles of Community

USC is a multicultural community of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities and sexual orientations. Our activities, programs, classes, workshops/lectures and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

We want to make explicit our expectations regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are fully accountable for our actions. We each must take responsibility for our awareness of racism, sexism, ageism, xenophobia, homophobia and other forms of oppression.

Bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of race, sex, sexual orientation, nation origin, etc. We will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against person or property. In this context, we do not accept alcohol or substance abuse as an excuse, reason or for such abuse, harassment, intimidation or violence. Ignorance or "it was just a joke" is also not an excuse for such behavior.

All who work, live, study and teach in the USC community are here by choice, and as part of that choice should be committed to these principles which are an integral part of USC's focus, goals and mission.

Non-Discrimination Policy

University of Southern California does not discriminate on the basis of color, race, religion, national origin, gender, age, Vietnam

veteran status, disability or sexual orientation. The University of Southern California seeks compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 which respectively prohibit discrimination. Inquiries regarding these issues may be directed to the director of the Equity and Diversity Office, Figueroa Building, Room 109, (213) 740-5086. Students who wish to file a complaint should contact the Office of the Vice President, Student Affairs, Student Union 201, (213) 740-2421.

Academic Support

As the university admits a student body increasingly qualified and motivated academically, Student Affairs is providing increased levels of support for the coordination of honors programs, development of residential hall study space, tutorial support, linkage of career guidance with academic advising, and involvement of faculty in student residence halls and all campus community activities. Such programs are described in the sections which follow. The thematic nature of the individual programs is captured by the guiding principle of "academic community."

Career Planning and Placement Center

The USC Career Planning and Placement Center provides information and resource advising to help students explore career options including internships, full-time employment and networking opportunities. The center offers assistance in resume writing, interviewing techniques and sponsors such programs as the Career Fair, Internship Week, numerous "diversity in the workplace" events and the Trojan Network. In addition, the center offers comprehensive career assessment testing. The Career Planning and Placement Center is located on the first floor of the Student Union Building, Room 110, and is open Monday through Friday, 8:30 a.m. to 5:00 p.m. For more information, call (213) 740-9111 or visit the center's Web site (<http://careers.usc.edu>).

Job Opportunities

The Career Planning and Placement Center posts current part-time job openings available on and off campus. Many of the jobs listed in the Career Center are work-study positions which are a part of a student's financial aid package. Off-campus internships are available to all students. Students interested in obtaining

a campus job should access the online job listing service available 24 hours a day by registering at the site (<http://careers.usc.edu>).

Center for Academic Support

The Center for Academic Support is the location of the central resource and referral agency for learning enrichment at USC. Staff at the center work with USC faculty, staff and students to complement and enhance optimal use of the educational resources of the university. The goals of this program are to facilitate independent learning, critical thinking, integrative understanding and responsible action.

The Center for Academic Support is located on the third floor of the Student Union Building, Room 301, (213) 740-0776. The center's email address is study@usc.edu. The hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Tutoring and Learning Assistance

The center offers in-person and online tutoring in a variety of high demand subjects. Students may also meet with learning assistants who assist with writing papers and teach study skills and learning strategies for all subjects. The service is a nationally certified program employing highly qualified and trained graduate and upper-division undergraduate students. Sessions are available on a walk-in basis or through weekly appointments. Consult the center for a complete listing of available subjects and tutor hours.

Learning Enrichment Workshops

Workshops are offered in goal setting, time management, study skills and learning strategies, concentration and memory, writing skills, examination strategies for reduction of test anxiety, rapid reading and note taking. A list of upcoming workshops is available in the *Schedule of Classes*.

Ethnic Student Programs

USC is strongly committed to enhancing the quality of life for all students attending the university. Unusual efforts have been made to build on the cultural diversity present in our student body. These efforts are coordinated through departments within the Division of Student Affairs. This focus provides opportunities for cross-cultural experiences for all students and a chance to identify a broad range of support services to these specific ethnic minority groups.

El Centro Chicano

A department within Student Affairs, El Centro Chicano serves as a resource center for Chicano/Latino students. El Centro provides a variety of services — academic, social/cultural and outreach — to the community and serves as headquarters for approximately 15 Chicano/Latino student organizations.

Academic Support El Centro offers a variety of support services for students including workshops on study skills, graduate school and choosing a major.

Student Support Realizing that attending college may be a cultural clash for many Chicano/Latino students, El Centro assists students with the transition, in addition to providing cultural awareness to the university.

Community Outreach El Centro is also committed to serving the Chicano/Latino community in promoting higher education. Throughout the year, El Centro works with community schools and agencies on events and activities.

Programs and services offered include Faculty/Student Luncheon, Latino Honor Society, La Posada, Latino Parent Association, Latino Orientation and the Chicano/Latino Graduation.

El Centro Chicano is located on the third floor of the United University Church (UUC). For more information, contact (213) 740-1480 or visit www.usc.edu/student-affairs/elcentro.

Asian Pacific American Student Services

The Asian Pacific American Student Services (APASS) department assists students in their cultural and personal development during their years at USC. The department links students to various opportunities both in and out of the university and to Asian Pacific American communities.

APASS' mission is to enable students to complete their academic studies more successfully; to participate fully in university life through activities and programs; to develop leadership, communication and interpersonal skills; and to become knowledgeable about and involved with the Asian Pacific American community and identity.

APASS programs include leadership development, orientation, community resources and information, career mentoring, cultural and educational programs, academic collaborations, and individual and collective advocacy.

APASS is located in the Student Union Building, Room 410, (213) 740-4999. For more information, email apass@usc.edu or consult their Web site (www.usc.edu/apass).

Center for Black Cultural and Student Affairs

The mission of the Center for Black Cultural and Student Affairs (CBCSA) is to provide a wide range of support services, programs and activities aimed at the development of both undergraduate and graduate students.

CBCSA's goal is to create an environment that encourages the intellectual, professional and cultural growth of African-American students entering and completing degree programs.

CBCSA meets its goal by targeting five major areas of focus: cultural and community development, leadership, professional development, retention and social enrichment. All CBCSA services and programs are initiated in accordance with the five targets.

CBCSA maintains various programs and services include: the *African-American Resource Handbook*, African American Honor Society, African-Centered Leadership Academy, Black Family Weekend, Black Graduation, Black History Month, Diversity Career Workshop Series, Historically Black College and University Exchange Program, pre-college and community outreach, Somerville Place and Welcome Week activities.

CBCSA is located in the Student Union Building, Room 415, (213) 740-8257. For more information, email cbsa@usc.edu or visit www.usc.edu/cbsa.

International Services

The Office of International Services (OIS), located in the Student Union Building, Room 300, assists more than 6,000 non-immigrant students, scholars, faculty and staff associated with USC in achieving their educational, professional and personal objectives. In addition, academic departments and research units receive assistance from OIS in completing the immigration formalities for hiring foreign nationals for both short-term and career appointments. OIS recognizes the many benefits of international educational exchange, and promotes these benefits both within the university and throughout the local community. On campus, OIS aims to provide opportunities for interaction among international and domestic students, scholars, faculty and staff through programs and activities with an international and intercultural focus.

These programs include:

International Student Orientation – a comprehensive program of information sessions and social opportunities offered in fall and spring semesters.

State of the World Seminars – held once each semester featuring panels of international students and faculty experts speaking on topics of current world political, social and economic interest

International Diners' Club – bi-monthly excursions to a wide variety of Los Angeles ethnic restaurants.

LA Today – several outings each semester to places in Los Angeles not included on the typical tourist path.

World Café – Monthly coffee hours highlighting a particular country or region of the world and featuring regional refreshments.

International Speakers' Program – international students and scholars visit local area elementary and secondary schools to talk about their countries and cultures.

English Language Program – English Language instruction, field trips and social activities for spouses, relatives and friends of the USC international community

For more information about any of OIS' services or programs, refer to the Web site www.usc.edu/student-affairs/OIS.

Parking and Transportation*Parking*

The university maintains more than 8,000 on-campus parking spaces and approximately 3,000 off-campus spaces. Specific information on available parking facilities, as well as parking permits, university van pools, and escort and tram services can be obtained in the Transportation Services Office, Childs Way Building I. Transportation Services information can also be accessed at www.usc.edu/parking.

Ridesharing: Commuting and Vacation Travel

A service is maintained for persons offering or needing rides within the continental United States. Located in the Topping Student Center, the ride board uses a map divided into zones for ease of use. Students who would like to participate in a carpool to get to school during the week should call the Los Angeles Commuter Computer at (213) 380-RIDE.

Recreational Sports

Recreational Sports welcomes all members of the university community to participate in its extensive services and sports programs. The office provides students, faculty and staff with numerous opportunities for sports and recreational activities and seeks to educate individuals in the meaningful use of leisure time.

The staff direct more than 100 sporting programs that attract 9,500 students, staff and faculty participants and 800 club sport members. Intramural sports offers a wide array of activities including: basketball, soccer, racquet sports challenges and softball. Popular interest clubs and club sport teams include soccer, golf, ice hockey, hiking, dance and

water skiing. Leisure classes and wellness programs such as aerobics, yoga, personal trainers, Masters Swim and Trojan Dive Club are also provided.

Recreational Facilities

The University Park campus offers many recreational facility choices including: the Lyon University Center, McDonalds Swim Stadium, Cromwell Field, Loker Track Stadium, intramural field, Marks Tennis Stadium, a new tennis court complex and the Physical Education Building which houses an indoor swimming pool, basketball court and aerobic/dance studios.

The Lyon University Center, the largest recreational facility on campus, includes the McDonalds Swim Stadium, sauna and jacuzzi; a new fitness studio (aerobic programs); a newly expanded Klug Family fitness center (weight room); gymnasium space for basketball and volleyball, racquetball and squash courts; and a new cardiovascular center equipped with stationary bicycles, stair climbers, elliptical machines, rowing machines, and cross training equipment. Locker rental and towel service are provided for a fee. Guests, alumni and emeriti faculty are welcome to the center and participate in its programs.

For information regarding employment and volunteer opportunities, guest policies, conferences, recreational services, summer youth sports programs, personal trainers and facility reservations, call (213) 740-5127 or visit Recreational Sports Web site at www.usc.edu/recreports.

Residential Choices

USC provides attractive residence opportunities which complement its educational objectives. The university believes that the living experiences in residential colleges, residence halls and university apartments offer a desirable and important part of the total educational experience. University housing provides the setting for students, faculty and staff to come together and create an academic residential community. The goal is to combine a high degree of informal contact and a strong desire to explore the world of ideas in the development of an intellectually stimulating environment. USC recommends that students consider the advantages of these programs and live on campus in one of these facilities for at least a portion of the time in which they are enrolled. Fraternities and sororities also offer an opportunity for a residential experience to student members.

USC Housing and Residence Halls

USC's academic residential community reflects a conscious attempt on the part of the university to bring students, faculty and staff together in a setting where friendships and intellectual

life can flourish at many levels of contact. USC houses 6,000 students in 40 university-owned single and family student housing facilities. The residence hall style of living is available on a semester payment plan. The rooms are furnished and are designed to accommodate one or two students each. In residence halls, bathrooms are usually communal and dining services are in close proximity. The apartment style of living requires more independence. The apartment units are furnished, with most having standard kitchens, bathroom facilities and living areas. Most units are designed to house two or four students per apartment, depending on the number and size of bedrooms. Furnished apartments for students with families are also available.

The goal of the university is to offer applicants housing in a variety of living alternatives. Freshmen who apply by the freshman housing application deadline are assured to receive university housing during their first year at USC. Freshmen who apply after the deadline will be housed as space permits, but everything possible is done to provide them with freshman housing. Once a student is in university housing, he or she may continue in housing for four years by participating in the priority period assignment process each spring. Housing assignments are made during the priority period each spring for the following year. Assignments are made based on a lottery process.

Housing assignments for incoming students for the fall semester are made throughout the summer. New student assignments are made on a first-come, first-served basis.

Housing Services Office

The Housing Services Office is responsible for processing the housing applications for students for the academic year and summer sessions. The Housing Services Office and each on-site Customer Service Center may issue housing contracts, assignments, reassignments and releases from contracts.

Applications for student housing for new students are mailed with the admissions acceptance letter. Questions may be directed to the Housing Services Office, Parking Structure C, (213) 740-2546 or (800) 872-4632; FAX: (213) 740-84881, housing@usc.edu.

Residential and Greek Life Office

Residential and Greek Life supervises the university programs and live-in staff in the housing system. Special interest housing and faculty-student programs, including residential colleges, are coordinated by this office, located in the Student Union Building, Room 200, (213) 740-2080.

Special Interest Housing

USC established its first comprehensive residential college in 1987 and currently offers four such programs on campus. Undergraduate as well as faculty members live in Birnkrant Residential College. Being a part of the community of students, scholars and faculty at Birnkrant Residential College is available to freshman and returning residents.

North Residential College and New Residential College are especially attractive to students with an interest in communication arts and sciences, business, multicultural interaction and cinema. Students of all undergraduate class levels are eligible for residency.

New in spring 2002, Parkside International Residential College is a complex that serves as a center for global education.

Marks and Trojan Deans' Halls provide a rich intellectual environment for incoming freshman honors students. Annenberg House, Founders, Hillyview, Honors House, and Centennial bring together highly motivated students and interested faculty to increase faculty-student interaction.

The university offers special housing programs to stimulate intellectual and cultural development outside of the classroom. The Faculty Fellows program assigns non-resident faculty members to most housing units. The faculty members eat meals with the students and become involved with the life of the living unit.

Other programs bring together students with a special common interest. These include Substance Free Living Environment, SChalom Housing, the Quiet Community Floor, Law Program (law students only), Occupational Therapy Program (majors only), and the Muslim, Latino, African-American, Business, Women in Science and Engineering, Rainbow and Cinema Interest floors. Information on these special interest housing programs is available in "Living at USC" which students receive with their acceptance packet. Call Residential Life, (213) 740-2080, for further information.

Fraternities and Sororities

The majority of USC fraternities and sororities have houses on or near 28th Street, "The Row." The cost to members living in one of these houses is comparable to the cost of living in the residence halls. Those members not living in the fraternity or sorority houses pay a fee which provides them with most privileges other than room. Housing in most fraternities and sororities is limited; students who plan to participate in Rush (membership recruitment), which occurs after the start of

classes, should make alternate arrangements to be assured of having housing. Joining a fraternity or sorority is not sufficient reason to be released from a university housing contract. Further information regarding housing and activities in fraternities or sororities may be obtained from the Greek Life Office, Student Union Building, Room 200, (213) 740-2080.

Family Student Housing

Married students or students with children wishing university housing should apply to the Housing Services Office, Parking Structure C, (213) 740-2546. The family student housing located north of campus has furnished one-bedroom and two-bedroom apartments for couples and families with one or two children.

Child Care

Students with families can apply to enroll their children in the Anna Bing Arnold Child Care Center. The program operates in three sites located on the University Park and Health Sciences campuses. There are programs for infants, toddlers, pre-school and after school care. The focus is on personal and social growth, developing motor coordination and positive self-image and providing a good first school experience. Full- and part-time enrollment is available and a monthly fee is charged.

Student Athlete Academic Services

The SAAS program was established to provide student athletes with the academic support necessary for them to achieve their goal of a USC degree. By providing services through the Athletic Department such as general counseling, advisement and problem solving along with orientation, registration assistance, grade monitoring, study table and tutoring, SAAS helps student athletes fulfill the university's academic expectations for them and also helps each of them to achieve their own personal academic goals.

Student Conduct

The Division of Student Affairs continually reviews student policies and regulations to reflect changes in basic university practice and policy as adopted by the Board of Trustees and to ensure appropriate recommendations as warranted by a changing student environment. Included are regulations pertaining to the student conduct system, administered by the Office for Student Judicial Affairs and Community Standards.

The Office for Student Judicial Affairs and Community Standards reviews student conduct and academic integrity matters. A complete description of the student conduct system is printed in *SCampus*, USC's student guidebook.

Students with Disabilities

Disability Services and Programs (DSP) is dedicated to maintaining an environment

that ensures all students with documented disabilities at USC equal access to its educational programs, activities and facilities. Accommodations are designed to level the playing field for students with disabilities, while maintaining the integrity and standards of each of our academic programs.

Accommodations are determined on a case-by-case basis, but some examples of typical accommodations include: assistance in providing note-takers, sign language interpreters, readers, scribes, advocacy with faculty, modified exam proctoring, assistance with architectural barriers, accessible seating at USC sporting events, alternative text formats, adaptive technology, referrals to community resources, support groups and other support services for individual needs that are unique to a student's disability.

The office is located in Student Union Building, Room 301, and is open Monday through Friday; 8:30 a.m. to 5 p.m., (213) 740-0776 (voice), (213) 740-6948 (TDD only) or email study@usc.edu.

Student Health and Counseling Centers

The University Park Health Center (Student Health and Counseling Centers) is a full-service health center licensed by the state of California and staffed with dedicated, licensed professionals. Services include clinical care designed to meet most health care needs and referral services for professional medical care that the Student Health and Counseling Centers may not be able to provide. Supplemental health insurance will help cover the cost of health care which cannot be obtained at the Student Health and Counseling Centers. For more information, contact the center at (213) 740-5344 (WELL) or consult the center's Web site (www.usc.edu/uphc).

The University Park Health Center is located at 849 West 34th Street. During the fall and spring semesters, the center is open Monday, Tuesday and Thursday from 8:30 a.m. to 7 p.m.; Wednesday from 9:30 a.m. to 7 p.m.; Friday from 9:30 a.m. to 5 p.m.; and Saturday 9 a.m. to 1 p.m. In addition to Sundays and holidays, the health center is closed on Saturdays and evenings (5 p.m. to 7 p.m.) during holiday weeks and university recess periods.

Eligibility for Services

All students taking six or more units during fall or spring semester pay the Student Health and Counseling Services fee and are eligible for services. Students with less than six units and spouses of students may choose to pay the fee and receive services. Students enrolled in the supplemental health insurance plan are *required* to pay the Student Health and Counseling Services fee. Most

services are available at no additional charge. Moderate fees are charged for selected services such as laboratory tests, prescriptions, orthopedic appliances, copies of X-rays and medical records. Students may use the services of the Student Health and Counseling Centers throughout the semester, as well as during breaks between academic sessions, as long as they are continuing students and are registered for the following semester.

During the summer months, students may use the services of the Student Health and Counseling Centers if they are continuing students and pay the summer fee.

Note: Students enrolled in classes on the University Park campus will receive their health care service at the University Park Health Center. Students enrolled in classes on the Health Sciences campus will receive their health care service at the Eric Cohen Student Health Center on the Health Sciences campus.

Primary Care

For the treatment of most acute illnesses and injuries, a primary care appointment can be scheduled Monday through Friday. Students can call (213) 740-2778 (APPT) or come to the Health Center and make an appointment to see the practitioner of their choice.

Specialty Care

Dermatology, allergy, internal medicine, orthopedics and physical therapy appointments are made by a referral from a primary care practitioner only. Routine gynecology appointments may be made without a referral. A specialty appointment may be scheduled by calling (213) 740-2778 (APPT).

Urgent and Emergency Services

For students who have an illness or injury, which requires urgent medical attention, the Student Health Center Acute Care Clinic is open during regular clinic hours. If a student's medical condition requires attention during the hours the Student Health Center is closed, he or she may speak to a registered nurse by calling (213) 740-9355 and pressing "0". In the event of a life-threatening medical emergency on campus, call the Department of Public Safety at (213) 740-4321. For an off-campus emergency, contact emergency services by dialing 911.

Ancillary Services

A clinical laboratory and a radiology unit support the practitioners' services. Students must pay any charges incurred for diagnostic tests and occasionally may be referred to outside facilities. Short-term physical therapy services are provided at the University Park Health Center.

Prescriptions may be obtained, for a charge, at the University Park Pharmacy located in the Student Union Building.

Health Promotion and Prevention Services

Part of the mission of the Health Center is to promote health and prevent disease. By participating in the programs Health Promotion and Prevention Services offers, students can get involved in the maintenance of their health and work to create an environment to support a healthy lifestyle.

Alcohol and drug education programs are a multifaceted effort to provide educational programs, referral and information about alcohol and other drugs to the campus community. The focus is on informed choice, positive peer influence and early intervention. The Drug Education Course provides basic information to students experiencing trouble.

Health Promotion and Prevention Services (HPPS) offers a health resource room that provides students a place to work on a paper, speech, find personal health information, check out books and pamphlets, access online health Web sites, screen a video, take a computerized health risk assessment or pick up condoms. The resource room is located in Room 206 of the University Park Health Center.

Sexually transmitted diseases including HIV can be prevented. Outreach programs and workshops focus on stopping transmission. An anonymous HIV antibody test program with pre- and post-test counseling is available for a small fee.

The HPPS department is available to schedule a healthy lifestyle workshop presentation in residence halls, Greek houses or student organizations on a wide variety of topics such as low risk drinking, stress, choosing contraception, nutrition and HIV disease. For information on these services call (213) 740-4777 (HPPS) or visit the Health Promotion and Prevention Services' Web site at www.usc.edu/hpps.

Vaccinations

The USC University Park Health Center strongly recommends that all incoming freshmen receive the meningococcal meningitis vaccination before coming to campus, or as soon as possible after arrival.

Meningococcal meningitis is a serious illness that can lead to brain damage, disability and death. College freshmen, particularly those who live in residence halls, have a modestly increased risk of getting this disease. A vaccine is available that protects against four of the five most common strains and

provides protection for three to five years. For more information on this disease, refer to www.usc.edu/luphc.

Counseling Services

Counseling services are available on the University Park campus at the Counseling Center located in the YWCA Building.

Services are provided to help enhance students' skills and attitudes in adapting to college life, creatively handling stresses and challenges, relating to new and different people and making their USC experience satisfying and productive. Eligible students may be seen in a group, as a couple or individually, and all personal information discussed in counseling is kept confidential.

The professional staff of the Counseling Center is an ethnically and educationally diverse group which includes psychologists, social workers and a staff psychiatrist. They are highly trained and experienced in helping students successfully cope with a variety of issues and concerns that are common during their college experience. Additionally, advanced graduate interns in clinical and counseling psychology and social work trainees provide a variety of services to students.

Further information is available by calling (213) 740-7711 or by visiting the Student Counseling Services' Web site at www.usc.edu/scs. For evening or weekend emergencies, contact the USC Department of Public Safety at (213) 740-4321.

Student Involvement

USC offers broad and diverse opportunities for student involvement and leadership development, ranging from formal and highly organized elective offices to very informal sharing of common interests and enthusiasms.

Student Senate

The Senate is the undergraduate campus-wide student government consisting of legislative, programming, judicial and executive branches, whose collective purpose is to provide comprehensive representation which fosters maximum student participation. It exists to represent the interests of the students to the administration on campus issues through an extensive programming and committee structure.

Opportunities for involvement and leadership can be found in the five committees: student advocacy, campus affairs, academic affairs, community outreach, and political affairs. Offices are located in the Student Union Building, Room 106.

Program Board

Major student events and activities at USC are sponsored by the Program Board which represents a diverse group of student interests and organizations. The assemblies and programming committees are student-run groups that promote diversity and entertainment through progressive and innovative event programming. The student programming fee allows Program Board to plan a multitude of social, political and educational events for the USC community. These events include concerts, speakers, cultural events and various other activities.

Recreation Club Council

The Recreation Club Council (RCC) represents the leadership of all club teams recognized by Recreational Sports and the Office of Campus Activities. RCC provides organizational development, leadership opportunities, program coordination and administrative support.

Graduate and Professional Student Senate

The Graduate and Professional Student Senate (GPSS) is recognized as the official voice of the graduate student body. Representatives to the senate are elected by their peers according to academic departments and meet regularly to address the issues and concerns of the graduate student population. GPSS allocates graduate student programming fee monies to academic-based student organizations as well as to students traveling to present papers at professional conferences. GPSS appoints graduate and professional students to university committees, and maintains three funding boards to encourage cross-disciplinary programs, social and recreational activities and community service.

An executive committee oversees the daily operations of the senate and offers graduate students an opportunity to become involved in the university community outside their academic discipline. The GPSS office is located in the Student Union Building, Room 106. Graduate and professional students wishing to become involved should call (213) 740-5649 for more information.

Student Organizations

Nearly 500 clubs and organizations exist with new ones added each year. Participation affords new experiences, new friendships and the opportunity to pursue an interest to higher levels of understanding and accomplishment. These organizations address a wide range of political, academic, religious, social service and recreational interests.

Honor Societies

Most departments and schools have an academic organization oriented toward a specific discipline. Honor societies have a selective membership process which is usually based on one or more of the following requirements: area of study, grade point average, university involvement, leadership and community service. A comprehensive list of academic honor societies is included in *SCampus*.

Topping Student Center

The Topping Student Center staff advises students and student organizations; university departments, faculty and staff; and off-campus groups using university facilities in planning, implementing and publicizing programs such as concerts, lectures, theme weeks, dances and special events. The office maintains and schedules a variety of indoor and outdoor facilities, provides mail boxes to student organizations and rents equipment such as tables and chairs.

Other services provided at the center include: campus telephones, non-university housing bulletin board and calendar information.

Spectrum

Spectrum, a Division of Student Affairs program, produces cultural events focusing on nationally and internationally known attractions presented at Bovard Auditorium, Bing Theatre, Newman Recital Hall and Alumni Park. Inexpensive tickets for students, faculty and staff are available for all Spectrum events. Most events are also open to the general public with tickets available through the USC Ticket Office. Spectrum is located in Student Union B7. For more information about Spectrum events, call (213) 740-2167.

Facilities

Student programs at USC are accommodated by a number of indoor and outdoor facilities including Bovard Auditorium, the Topping Student Center, academic classrooms, Hahn Plaza, Alumni Park, Founders Park, Associates Park, E.F. Hutton Park, McCarthy Quad, Norris and Bing theatres.

Immediately adjoining the campus is Exposition Park with its extensive complex of museums, gardens and athletic facilities. Each represents an important educational and recreational adjunct to the campus itself. The Los Angeles Coliseum is home to Trojan football, as is the Sports Arena to basketball. The grounds of Exposition Park are used by students for picnics, games and other informal events.

USC Volunteer Center (UVC)

The Volunteer Center organizes several community service projects, identifying volunteer opportunities for USC students, faculty and

staff, and also houses an extensive database of over 450 entries of service agencies that provide volunteer opportunities to the USC family. Programs include CAST (Community Action Short-term Team), Friends and Neighbors Service Day, Alternative Spring Break, literacy projects, mentoring opportunities and more. Individuals wishing to volunteer may visit the UVC, located in Student Union Building 202, Monday through Friday from 9 a.m. to 5 p.m. or call 740-9116.

Student Media Organizations

A number of on-campus media facilities are operated by students, allowing them to develop their journalistic talents and air their opinions while providing a service to the campus community.

Campus Newspaper

The *Daily Trojan* is the official student campus newspaper. Its coverage includes campus news, editorials, sports, features about campus activities and events, an entertainment section, and letters to the editor. Published Monday through Friday, the paper is distributed free in kiosks located in various parts of the campus and in the Student Publications Office, Student Union Building, Room 404, (213) 740-2707.

USC Yearbook

El Rodeo, USC's yearbook, highlights events of the year. It is usually purchased as part of the Spirit Activity Card (season ticket) and distributed in the late spring. The *El Rodeo* office is located in the Student Union Building, Room 405, (213) 740-5639.

Radio Station

KSCRadio is the official campus radio station broadcasting live at 1560 AM. KSCR is also available live via the Internet and can be accessed at <http://kscr.radio.com>. It is the student source for music, news, sports and information. Located on the first floor of Marks Hall, the station broadcasts seven days a week. Students may work in sales, engineering, public relations and programming. Call 740-KSCR (740-5727) for music requests and additional information.

Trojan Marching Band

The 250 member Trojan Marching Band is not only a major student spirit group, but it is also a highly visible representative of the university in the community, the nation and the world. Started in the first year of the university, the band has made a name for itself with unique and exciting half-time field shows during every home football game. A contingent of the band is at every football game, with biennial full band appearances in South Bend, Palo Alto and Berkeley. In addition, the band appears at every home game and

post-season tournament for many of USC's major men's and women's team sports.

Nicknamed the *Spirit of Troy*, the Trojan Marching Band makes its presence known outside its usual official duties at the university; an elite group of band members is often asked to attend alumni weddings, birthday parties and conventions. The band is also frequently referred to as "Hollywood's Band" because of its many television and movie appearances. Members of the band were featured on *America's Funniest Home Videos* and even as Alabama's band for the Academy Award winning film *Forrest Gump*. The band has played for such notable figures as the Duke and Duchess of York and several Presidents of the United States, as well as at major events such as the Super Bowl, the Three Tenors concert, the '84 Olympics in Los Angeles, the World Cup and the rededication of the Statue of Liberty.

The Trojan Band is the only group of its kind to have earned a platinum album for its collaboration with recording artists Fleetwood Mac on the hit single "Tusk." Across the oceans, the Trojan Marching Band has made an international name for itself with performances in Australia, Germany, Spain, France and England. For more information, visit the Web site (www.usc.edu/dept/band).

Travel Service

STA Travel is USC's designated student travel agency. STA is located in the University Village and provides a complete range of travel services to the entire USC community, particularly to the cost-conscious student consumer.

For family and friends visiting the campus for special events such as graduation, orientation and Trojan Family weekend, STA offers discounted airfare rates, discounted rental cars and special rates at nearby hotels.

STA is involved in developing a wide variety of travel products for students traveling, studying and/or working abroad. STA works closely with USC's Overseas Study program and can coordinate travel arrangements for those planning to study abroad.

STA Travel is the world's largest student travel agency, operating over 200 travel agencies on or near university campuses around the world. Visit STA Travel in the University Village (across from Burger King and near Gate #1) or call (213) 743-4782 (4STA). STA Travel is open Monday-Friday, 9 a.m.-6 p.m. and 9:30 a.m.-5:30 p.m. on Saturday. Further information is available at http://adminweb.usc.edu/travel/student_alumni.