
General Information about USC

Calendar

	Summer Session 1999
May 17-18	Registration
May 19	Classes Begin
May 31	Memorial Day, University Holiday
July 5	Independence Day (observed), University Holiday
July 27	Thesis Submission
August 10	Classes End
	Fall Semester 1999
August 23-27	Registration
August 30	Classes Begin
September 6	Labor Day, University Holiday
November 25-27	Thanksgiving, University Holiday
November 30	Thesis Submission
December 10	Classes End
December 11-12	Stop Period
December 13-20	Final Exams
December 21-January 9	Winter Recess
	Spring Semester 2000
January 6-7	Registration
January 10	Classes Begin
January 17	Martin Luther King Day, University Holiday
February 21	Presidents' Day, University Holiday
March 7	Academic Honors Convocation
March 13-18	Spring Recess
April 17	Thesis Submission
April 28	Classes End
April 29-May 1	Stop Period
May 2-9	Final Exams
May 12	Commencement
	Summer Session 2000
May 15-16	Registration
May 17	Classes Begin
May 29	Memorial Day, University Holiday
July 3-4	Independence Day, University Holiday
July 25	Thesis Submission
August 8	Classes End
	Fall Semester 2000
August 21-25	Registration
August 28	Classes Begin
September 4	Labor Day, University Holiday
November 23-25	Thanksgiving, University Holiday
November 30	Thesis Submission
December 8	Classes End
December 9-10	Stop Period
December 11-18	Final Exams
December 19-January 7	Winter Recess
	Spring Semester 2001
January 4-5	Registration
January 8	Classes Begin
January 15	Martin Luther King Day, University Holiday
February 19	Presidents' Day, University Holiday
March 6	Academic Honors Convocation
March 12-17	Spring Recess
April 17	Thesis Submission
April 27	Classes End
April 28-30	Stop Period
May 1-8	Final Exams
May 11	Commencement

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, School of Medicine for the academic calendar of professional medical degree programs. The graduate programs in cell and neurobiology, biochemistry, microbiology, pathology, nutrition science, 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 nursing, 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 79 undergraduate majors as well as master's, doctoral and professional degrees in 129 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 26 departments serving approximately 5,200 undergraduates and more than 1,400 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

Of USC's 3,500 faculty, 1,480 occupy tenure-track positions and 79 percent of those have been granted tenure. In addition, approximately 3,400 volunteer faculty members are affiliated with the USC School of Medicine, and 430 volunteer faculty are affiliated with the USC School of Pharmacy. Research, teaching and service are supported by a staff of 6,100.

USC's faculty includes members of the National Academy of Sciences (7), National Academy of Engineering (21), National Academy of Public Administration (9), 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 107 countries. There are 27,500 students enrolled at the university including 15,200 undergraduate and 12,300 graduate students. In fall 1998, 65 percent of new freshmen were from California, 35 percent from out of state. Approximately 42 percent of the university's total enrollment is composed of American minorities; a further 15 percent are international students. USC is among the top four American universities in international enrollment. Among undergraduates, 51 percent are men, 49 percent are women.

Most of USC's new freshmen each year rank in the top tenth of their graduating class from high school. Two-thirds of the incoming 1998 freshman class scored better than 1200 on the SAT, and 136 were National Merit Scholars, ranking USC in the top 10 nationwide. In addition, 11 new African-American freshmen at USC entered as National Achievement Scholars, and USC enrolled 77 National Hispanic Scholars. USC students have earned Rhodes and Marshall Scholarships.

Research Support

Each year, USC's distinguished faculty and modern facilities attract substantial external funding for educational and scientific research. According to the National Science Foundation, USC currently ranks among the top 10 private universities receiving federal funds for research and development support and in the top 20 among all universities — with a 1997 total of \$191,809,000.

Libraries

As the role of libraries throughout the world is being transformed and redefined by the information revolution, the Information Services Division (ISD) at USC is responding to this new environment by extending access to library resources in a variety of ways. These include the use of technologies that provide services and information electronically, the cultivation of cooperative agreements with other libraries and the enhancement of collections selected to meet the specific needs of the USC community. As a center for scholarly endeavor, the libraries make a unique contribution to the efforts of ISD, particularly within the university's mission of instruction and research. Service, new information technologies and traditional collections — all of these are here for the USC community.

Reference services and access to electronic information resources are available both in person and electronically via the World Wide Web from computers located within the libraries or anywhere on the Internet. ISD's Web site (www.usc.edu/isd) not only provides patrons with information about the USC libraries and access to the library catalogue, it also allows them to search important bibliographic databases, full-text resources, the online versions of campus publications, course materials and campus information. Furthermore, the Web site acts as a gateway to other online information systems and as a home for patrons to request library services.

The USC libraries house nearly 3 million volumes, more than half-a-million government documents, 3 million photographs, and 3.6 million microforms, while subscribing to more than 20,000 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, two hands-on learning classrooms, 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.

Computing Resources

USC's academic computing environment is rich in resources and opportunities for students, faculty and staff. The Information Services Division (ISD) is responsible for serving the community's technology needs for instruction and research. ISD provides access to a variety of computer systems, including high performance SUN, IBM, SGI and Convex computers; UNIX workstations and file servers; and popular micro-computer platforms. These are integrated in a university-wide network called USCnet, which also links USC to the Internet.

ISD provides computer accounts to all students, faculty and staff. Through these accounts, the USC community can send and receive email and take advantage of the World Wide Web and other Internet resources. In addition, public computing centers provide the latest technology to ensure that the USC community has easy access to the resources they need.

Opportunities to acquire computing skills abound at USC. Each semester the "Adventures in Information" program offers a collection of free courses (www.usc.edu/adventures). Topics span Internet tools, Web publishing, productivity tools, curricular uses of the Internet, remote computing, statistics and math, and different platforms/operating systems.

ISD also publishes extensive documentation (www.usc.edu/isd/doc) that provides step-by-step instructions for using technology while the division's award-winning magazine, *Networker@USC* (www.usc.edu/networker) sheds some light on important technology topics.

For more personal help, ISD operates the Customer Support Center, a facility that offers free consultation services to users in distress. Professional consultants are on duty 60 hours a week, answering users' questions by phone (213/740-5555), email (consult@usc.edu) or in person (Jefferson Building, Room 150).

For the most up-to-date information about computing resources and services, visit ISDweb (www.usc.edu/isd).

Hospitals and Patient Care

The schools of Medicine, Dentistry and Pharmacy, and the health professions departments of Biokinesiology and Physical Therapy, Nursing, 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 health care services 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 Healthcare Consultation Center and the Doheny Eye Institute. The 284-bed University Hospital, which opened in May 1991, is the newest addition to the inpatient facilities located on campus. Owned and operated by Tenet Healthcare Corporation — and staffed by USC faculty — the ultra-modern hospital offers many specialized services and procedures that are beyond the scope of most community hospitals.

The 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; preferentially 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.

The 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 Family of Five Schools, the Joint Educational Project, Kid Watch, 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 Website (www.usc.edu/dept/CCR).

From 1994 to 1998 USC employees contributed \$1.2 million through the USC Good Neighbors Campaign, which benefited 51 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 Website (www.usc.edu/info/arts).

Athletics and Recreation

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 one NCAA member institution: 14 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-seven USC athletes have been awarded NCAA postgraduate scholarships.

In Olympic competition, USC has fielded more athletes than any other institution. Since 1904, 302 Trojan athletes have participated in the Olympic Games, accumulating a total of 95 gold, 56 silver and 48 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.

The Intramural-Recreation Department welcomes members of the university community who wish to participate in its competitive and recreational sports programs or make use of its services and facilities. Intramural programs (coed, women's, all-university, HICCUP [Housing Intramural Challenge Cup], fraternity and sorority) are directed by the department, altogether offering more than 100 sports involving 9,500 participants. Some 30 on-campus interest clubs and 15 club sport teams have 750 participants each semester.

Outdoor recreational facilities include the Olympic-size McDonalds Swim Stadium, tennis courts and fields. The General William Lyon University Center houses gymnasias, racquet sport courts, locker rooms, aerobic room, fitness center, cardiovascular room, department offices and student organization space.

For up-to-date information and facility hours, call (213) 740-5127 or visit the Intramural-Recreation Website (www.usc.edu/IMREC/).

USC Alumni Association

The USC Alumni Association, headquartered in Widney Alumni House, the oldest university building in Southern California, was founded in 1923 to help alumni keep their vital connections to USC alive. The Alumni Association operates the Student Alumni Association, 35 domestic clubs and nine international clubs, as well as 20 women's organizations. The Alumni Association includes the Board of Governors, the main governing body of the association with worldwide representation, and the Half Century Trojans, a club of alumni who graduated more than 50 years ago. It is the driving force behind such proud USC traditions as Homecoming, Alumni Awards and SCamp — USC's popular family camp. Opportunities for current USC students to get involved and interact with alumni include the annual Career Conference, Dining with Trojan Family, Alumni Awards, Scholarships, Trojan Family Weekend and Orientation. The National Parents Association, orientation receptions and parents' weekend luncheon provide programs designed to encourage parents of students to participate in USC activities. For more information call (213) 740-2300.

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 132 major buildings and residential halls totaling approximately 6.5 million gross square feet. Additional university buildings are located off campus, in the immediate vicinity.

Health Sciences Campus

The Health Sciences Campus is located in northeast Los Angeles, seven miles from the University Park Campus and four miles from the Los Angeles Civic Center. Consisting of 22 buildings totaling approximately 1.4 million gross square feet, the campus occupies approximately 31 acres adjacent to the Los Angeles County + USC Medical Center.

The campus is home to the USC schools of Medicine and Pharmacy, as well as to the Independent Health Professions. In addition to its laboratory and classroom facilities, the campus also encompasses several clinical care

centers, including USC/Norris Comprehensive Cancer Center and Hospital, the Doheny Eye Institute and the facilities of the Richard K. Eamer Medical Plaza — a 744,000-square-foot complex which includes the 284-bed USC University Hospital and the USC Healthcare Consultation Center.

Other locations

Other teaching facilities include the Orange County Center, the Sacramento Center, the Wrigley Marine Science Center on Santa

Catalina Island and the Washington Public Affairs Center in Washington, D.C.

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

Washington D.C. Public Affairs Center (202) 638-4949, 512 Tenth Street, NW Washington, D.C. 20004, Policy, Planning, and Development

Orange County Center (714) 752-5505, 2361 Campus Drive Irvine, CA 92715, Education, Engineering, Social Work and Business Administration

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 — deeded 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 achieved its initial \$1 billion fundraising goal two years ahead of schedule, and became the only university to receive separate nine figure gifts in one campaign — \$100 million from Alfred Mann to establish the Mann Institute of Biomedical Engineering and \$120 million from Ambassador Walter Annenberg to create the Annenberg Center for Communication. 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.

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 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 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 board of LAMP, as

well as 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.

International Study Options

International Study Programs

USC’s undergraduate international study programs, 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. Students receive regular USC credit and may apply financial aid to any study abroad program described here. 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

Selected USC undergraduates may study for one semester with the Australian National University or the School for Field Studies in Australia.

Semester in Canberra

Founded in 1946 and located in the city of Canberra, the Australian National University offers USC undergraduates the opportunity to study a variety of subjects for a semester. Courses are available in areas of the sciences, social sciences and the humanities.

Semester in Yungaburra

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Yungaburra, Australia. SFS is the country’s oldest and largest educational institution exclusively dedicated to offering undergraduate environmental field courses throughout the world. The SFS Center for Rainforest Studies focuses students on issues of rain forest ecology, principles of rain forest management, and environmental policy and socioeconomic values through a case study

approach and field work, as well as a directed research project. Students support the center’s objective to develop environmentally sound, culturally acceptable and politically and economically feasible alternatives for the conservation and management of the unique Queensland rain forest. Students live dorm-style in eight-person cabins.

Austria

Semester in Vienna

In conjunction with the Institute for the International Education of Students (IES), USC undergraduates have the opportunity to study in the historic metropolis of Vienna, Austria. Students receive intensive German language instruction during the first three weeks of the program, then enroll for the remainder of the semester 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 São Paulo

Students may spend a semester or year in São Paulo, Brazil, a city of approximately 16 million inhabitants and one of the largest, richest and fastest growing cities in South America, 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 approximately six weeks of intensive Portuguese language training prior to the start of regular university courses. All courses are taught in Portuguese. Year program students may take part in an internship, do independent research or attend the Federal University of Bahia in Salvador for the second semester of the program. Courses are available in such disciplines as history, geography, linguistics, literature, sociology, anthropology, archaeology, communications, and economics. Initially, students live with a Brazilian family and then, following the intensive language program, have the option of staying with the family or moving to an apartment.

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. SFS is the country’s oldest and largest educational institution exclusively dedicated to offering undergraduate environmental field courses throughout the world. 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 support the center’s objective to assist local residents and managers in developing scientifically sound, culturally and politically acceptable and economically feasible policy recommendations that will lead to the sustainable use, development and stewardship of the marine resources of the Turks and Caicos Islands. Students live three or four to a room in two residence wings of 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. SFS is the country’s oldest and largest educational institution exclusively dedicated to offering

undergraduate environmental field courses throughout the world. 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 and to recommend strategies that may lead to: building a sustainable fisheries system; promoting the conservation of threatened species; creating a sustainable timber industry; and developing a diverse local economy. Students live two or three in 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. The fifth largest city in South America, Santiago combines a pleasant mixture of colonial buildings and parks with the hallmarks of modern technology. The semester program, available for either the fall or spring semester, includes a three-to-four-week session of intensive Spanish prior to the start of regular university courses. The academic year, which includes two semesters of study, can go from early July to late June or from early February to mid-December. Academic year students studying from early July to late June have a break of approximately three months between the first and second semesters. 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

USC students have an opportunity to study at one of two Chinese universities through programs with the Council on International Educational Exchange.

Semester in Beijing

The semester program with Peking University in Beijing offers advanced 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.

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 Council program student.

Costa Rica

Semester in Atenas

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Atenas, Costa Rica. SFS is the country's oldest and largest educational institution exclusively dedicated to offering undergraduate environmental field courses throughout the world. 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 in Prague

In conjunction with the Council on International Educational Exchange, USC provides the opportunity for study at Charles University in Prague during either the fall or spring semester. Founded in 1348 by King Charles IV, Charles University is the premier institution of higher learning in the Czech Republic and is housed in the Carolinum, a magnificent complex of Gothic structures located just off Old Town Square in central Prague. Students spend the first two weeks of the semester in Pödebrady, located about an hour from Prague, for a 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. While in Prague, students live with Czech students in double rooms.

England

Selected USC undergraduates may study for one year at the University of Kent in Canterbury and either one year or spring semester at the University of Sussex in Brighton.

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 areas of the sciences, social sciences and the humanities.

Year in Canterbury

The University of Kent is located in the ancient English cathedral city of Canterbury, an hour and a half by train from London. Courses are available in the sciences, social sciences, the humanities, and the fine and performing arts.

Semester in London (Theatre)

In conjunction with Sarah Lawrence College and the British American Drama Academy, USC students have the opportunity to spend a semester 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.

Spring Semester in London

The Annenberg School for Communication offers a semester program in London, the most important center of communication and media in Europe. Courses are available in communication and journalism. The program includes one four-day excursion to Paris as well as two one-day visits to such places as Stonehenge, Stratford, Oxford and Cambridge. Planned activities within London include theatre and museum visits and a reception with USC alumni residing in London. Students live in shared apartments located in central London. For further information, contact the Annenberg School for Communication, Room 304, (213) 740-3951.

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 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, social activities and round-trip air fare. Students must have completed two semesters of college-level French with preference given to those students currently enrolled in the language.

Germany

Semester in Berlin

In conjunction with the Institute for the International Education of Students (IES), USC offers a program of study at Humboldt University during the spring semester. A crossroads of European history in the 20th century, Berlin has been a center of cultural experimentation, a focal point of the Cold War and is now an integral component of the emerging "New Europe." Located in East Berlin, Humboldt University was founded in 1810 as the University of Berlin. It is perfectly situated for exploring both Berlins. 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 modern German economics, history and politics; art history, business, classics, international relations, political science, psychology, religion, and sociology. Students are housed in private German homes and apartments.

Semester in Freiburg

USC, in conjunction with the Institute for the International Education of Students (IES), provides an opportunity for undergraduates to spend the spring semester studying in Freiburg, Germany. Freiburg is a picturesque medieval city on the edge of the Black Forest. 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. Students participate in a field trip to Prague.

Greece

Semester or Year in Athens

Students may spend a semester or year in Athens, Greece, where the ancient world comes alive and takes on a vividness impossible to attain in any other setting. A vibrant capital city, Athens is the 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. To help students plan an academically integrated and coherent program of study, the curriculum is organized into two tracks: *Ancient Greek Civilization* and *Mediterranean Studies*.

Just a few of the available courses in each track include: *Ancient Greek Civilization*: Aegean Archaeology, The Sites and Monuments of Athens, Ancient Greek (three levels), The Philosophy of Aristotle, and Ancient Greek Sculpture; *Mediterranean Studies*: The Ethnography of Greece, Modern Greek Prose, History and Politics of the Middle East, Byzantine Art and Architecture, and The Balkans in Our Times.

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.

Israel

Semester or Year in Jerusalem

In conjunction with Hebrew University, USC students spend a year or semester in Israel pursuing their studies at Hebrew University's Rothberg School for Overseas Students in Jerusalem. The program begins with intensive Hebrew language study (Ulpan) courses taught in either English or Hebrew depending on language proficiency. Courses are offered in the Hebrew language, in art, literature, history, Israeli studies, psychology and religion. Students live in campus dormitories and may participate in a variety of social and cultural activities at the university.

Semester in Tel Aviv

Tel Aviv University provides USC undergraduates an opportunity to spend a semester in Israel. The university's location in the center of the country makes all of Israel accessible to the intellectually and culturally serious student. Courses are offered in the sciences, social sciences and humanities; the semester is

preceded by a month-long intensive Hebrew language course. Students live in dormitories located adjacent to campus and may participate in a variety of extracurricular activities.

Italy

Semester in Florence

In conjunction with Syracuse University, USC students have the opportunity to spend the spring semester in Florence studying liberal arts, architecture or studio arts. Courses are complemented by field trips to cities such as Assisi, Rome and Venice. Students live with Italian families to enhance the cultural experience.

Japan

Year in Nagoya

A year-long program of study is available at the Center for Japanese Studies at Nanzan University in Nagoya, a sister city of Los Angeles. 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.

Year in Tokyo

Students may study for one year at Waseda University, one of Japan's foremost private institutions of higher learning. Founded in 1882, the university currently enrolls approximately 47,000 students and is located in Tokyo's Shinjuku district. The academic year is divided into three terms and one Japanese language course is required each term. The remainder of the courses may be taken in Japanese architecture, culture, economics, history, international relations, literature, performing arts, and political science. Students live in private Japanese homes.

Semester in Tokyo

Founded in 1965, Tokyo International University (TIU) 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. TIU's curriculum is known for its strong business and commercial focus. Students enroll in a Japanese language course and select the remainder of their course work from the following list: Contemporary Issues of the Japanese Economy, Economic Development of Japan, Japanese History, Japanese Management Style, and Political Institutions of Japan. Students live in private Japanese homes.

Kenya

Selected USC undergraduates may study for one semester with the School for Field Studies in Athi River or the School for International Training in Mombasa or Nairobi.

Semester in Athi River

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Athi River, Kenya. SFS is the country's oldest and largest educational institution exclusively dedicated to offering undergraduate environmental field courses throughout the world. The SFS Center for Wildlife Management Studies focuses students on issues of techniques of wildlife management, wildlife ecology, environmental policy and socioeconomic values through a case study approach and field work, as well as a directed research project. Students support the center's objective of developing scientifically sound and culturally and economically appropriate guidelines for managing Kenya's wildlife and habitat that respect both the country's need for agricultural production and its history and identity as a famous haven for wildlife. Students sleep in grass thatched bandas and rely on kerosene for light.

Semester in Nairobi or Mombasa

USC students have the opportunity to study for a semester in Kenya through the School for International Training. Students study and explore the urban and rural life and culture of Kenya during either fall or spring semester. Based in the city of Nairobi, the school's curriculum encompasses the Swahili language, Kenyan life, culture, rural development, methods and techniques of field study, and an independent study project. Students also have the option of studying coastal issues in the Mombasa region.

Mexico

Selected USC undergraduates may study for one semester with the School for Field Studies in Puerto San Carlos or the University of Pennsylvania in Oaxaca.

Semester in Oaxaca

USC students may participate in a spring 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. An hour and a half from Oaxaca one can find villages where Spanish is rarely spoken and people live much as they did 300 years ago. The Oaxaca academic program is characterized by

small classes, hands-on research opportunities and extensive contact with community resources. Students have two options: the general program offers subject matter covering anthropology, archaeology, environmental studies, history and politics, and is for students with a minimum of four semesters of college-level Spanish or the equivalent. The intensive language program focuses on Spanish language study and is for students with a minimum of two semesters of college-level Spanish or the equivalent.

Semester in Puerto San Carlos

In conjunction with the School for Field Studies (SFS), students spend a semester abroad in Puerto San Carlos, Mexico. SFS is the country's oldest and largest educational institution exclusively dedicated to offering undergraduate environmental field courses throughout the world. 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 support the center's objective to assist residents and scientists in understanding the impacts of exploiting the unique coastal wetland ecosystems in Baja California and in developing feasible recommendations for sustainable resource management and employment alternatives for a resource dependent community. Students live two to a room in a small hotel.

The Netherlands

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.

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. All courses are taught in Russian; students are required to have three years of college-level language course work. 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. The university's setting in one of Europe's most beautiful cities ensures that its considerable academic, cultural and recreational resources are complemented by those of the city. 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. Students may participate in either a full year or spring semester at the University of Edinburgh.

South Korea

Semester or Year in Seoul

Students who have completed two semesters of college-level Korean and who wish to experience the timelessness of an old Asian culture in a modern contemporary setting have the opportunity to spend a semester or year at Yonsei University in Seoul. Modern Korea is a land undergoing rapid economic change. Seoul offers students museums, palaces, walls, libraries, living memories, art galleries, music, drama festivals, and the Sejong Cultural Center.

Yonsei, the oldest university in Korea, celebrated its 100th anniversary in 1985, having grown from small beginnings to the complex university of today, with 17 colleges, 83 departments, 11 professional graduate schools, and an enrollment of 35,000 students. Students enroll in a Korean language course, an introduction to Korean studies course, 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. Students may also take an independent study course in a variety of areas.

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 Madrid

In conjunction with Boston University (BU), USC provides the opportunity for students of varying Spanish proficiency to spend a semester or year studying in Madrid. Madrid is an exciting European capital and home to the famous Prado museum, which houses one of the best collections of Spanish art in the world, and the beautiful Retiro Park with its lakeside cafés. Through BU, students have the option of two programs. Level I, for students with minimal (two semesters required) background in Spanish, focuses on language study. Level II, for students with five or more semesters of Spanish, focuses on area studies courses. In addition, Level II students may qualify for courses at the Spanish university, Universidad Autónoma, and for internships. Qualified students may enroll directly at the Spanish university, Universidad Autónoma de Madrid. Students with advanced Spanish language skills may also qualify for internships.

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 country as it enters the Pacific century.

Zimbabwe

Semester in Harare

USC students have the opportunity to study for either a fall or spring semester in Zimbabwe through the School for International Training. The Zimbabwe semester will be based in Harare and offers courses in Shona language, Zimbabwe life, culture, South African studies, methods and techniques of field study and an independent study project.

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 374), the School of Architecture (see page 73), and the Marshall School of Business (see page 112) 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 study in England (engineering); Verona, Italy (French/Italian); Malaysia (architecture); Madrid (Spanish); Cambridge (liberal arts); London, Paris, Geneva and Prague (journalism); Paris (engineering); and Dijon, France (French). 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. Opportunities for study abroad fellowships and awards in which the Graduate School is directly involved include: Fulbright Grants for graduate study and research abroad, Fulbright-Hays Doctoral Dissertation Research Award, Luce Scholars Program, and Marshall Scholarships for study in Great Britain.

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 International Admissions 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/dept/provost/cet**

Director: Danielle Mihram, Ph.D.

Coordinator: Ilda M. Jimenez

Faculty Fellows: Nelson Eugene (Gene) Bickers, Professor, *Physics*; Sharon M. Carnicke, *Associate Professor* and *Associate Dean*, Theatre; Erwin Chemerinsky, Professor, *Law*; Mark E. Kann, Professor, *Political Science*; James Kincaid, *English*; William O. McClure, Professor, *Biological Sciences*; Joel E. Schechter, Professor, *Cell and Neurobiology*; Terry Lee Seip, Associate Professor, *History*.

Founded in 1990, the Center for Excellence in Teaching (CET) is a reflection of the university's commitment to educational excellence, and works together with faculty to develop programs which will lead to the continual improvement of the educational process at the University of Southern California. Its aims are to stimulate dialogue and collaboration among faculty by identifying innovative and scholarly methods of teaching in a multi-disciplinary environment, redefine the evaluation of teaching, and advise and support faculty and teaching assistants in their efforts to improve teaching effectiveness and student learning in both traditional and innovative ways. 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. In collaboration with the Office of the Vice Provost for Faculty and Minority Affairs, CET organizes an orientation program for new faculty held in August.

The center is also asked to develop better ways to evaluate teaching effectiveness and student learning. It oversees the university's current program of student evaluations of individual teachers, and it is also charged with assisting academic units in their efforts to find appropriate methods – beyond student evaluations of faculty and faculty grading of students – to measure departmental and school effectiveness.

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 Associate 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; 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 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.

Honors Research Apprenticeship

This program presents an opportunity for undergraduate students to work directly with faculty mentors on faculty research projects. The goal of this course is to acquaint students with the nature of academic research and to provide them with experience in various aspects of faculty research.

UNIVERSITY OF SOUTHERN CALIFORNIA (USC)

101 Honors Research Apprenticeship (1, max 2) Students work directly with faculty on faculty research projects, gain experience in the process of research and thereby contribute to new scholarship.

THE GRADUATE SCHOOL (GRSC)

850 Seminar in College Teaching (1) Preparation for college teaching: the teacher-scholar, lecturing, leading discussions, laboratory instruction, alternative teaching methods, the interactive classroom, collaborative learning, writing exams, grading, self-assessment techniques, academic integrity, and diversity. Graded CR/NC.

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 have exhausted the resources of their high school and are ready for the challenges of a university. The typical resident honors student has a cumulative SAT score above 1400 (reentered) 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 ACTs) 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 requested from and sent directly to the Resident Honors Program office.

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

USC Learning Communities

College Academic Service Building 100 (213) 740-3636

Co-Directors: Jane Cody, Ph.D. and Albert Herrera, Ph.D.

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 College of Letters, Arts and Sciences staff advisor. Students in the learning communities take two courses in common each 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.

Each semester, 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 semester 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 Eudora Perkins at (213) 740-3636 or eperkin@usc.edu, or Jane Cody at (213) 740-6104.

Admission

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

Admission to undergraduate programs is granted by the USC Office of Undergraduate Admission. Admission to graduate and professional programs is granted through either the Office of Graduate Admission or the dean of the professional school conferring the degree. The academic records of international applicants, both graduate and undergraduate, are evaluated by the Office of International 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. Non-standard administrations of college entrance examinations are considered in the admission review process along with

any professional reports concerning the applicant's disability. 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 42 and page 46 for a discussion of the accommodations USC is committed to providing to enrolled 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 Undergraduate 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 Undergraduate Admission and the appropriate selection committees.

Application Procedures

Application forms may be obtained by mail or in person from the Office of Undergraduate 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 Undergraduate Admission. Mail application requests to: Application Requests, University of Southern California, University Park, Los Angeles, CA 90089-0911 or on the World Wide Web (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 Undergraduate 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 Undergraduate Admission by the deadlines stated on the application. Certain schools and departments do have different spring and fall semester application deadlines, however, and some do not admit for the spring semester.

Factors given prime consideration for admission to undergraduate study are an applicant's previous academic success and the quality of all records presented. To assure 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 Undergraduate 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, please write or call the USC Marshall School of Business, Office of Undergraduate Admission, Los Angeles, CA 90089-1421, (213) 740-8885, email busadm@sba.usc.edu or consult USCweb (www.marshall.usc.edu/lsoa/).

School of Architecture (B.Arch.) Applicants are admitted for the fall semester. Spring admission will be considered for the B.Arch. only in special circumstances. Transfer students should note that the core curriculum will take five years to complete. For more information, write or call the USC School of Architecture, Los Angeles, CA 90089-0291, (213) 740-2420, email cherry@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 90089-1421, (213) 740-8885, send email to busadm@sba.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 January 30; for spring semester it is September 15. 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.cntv.usc.edu/programs/criticalstudies).

School of Cinema-Television/Filmic Writing (B.F.A.) The application deadline for fall semester is January 30; applicants are admitted to fall semester only. For specific instructions on applications and required supplementary material, applicants must write or call the Filmic Writing Program, USC School of Cinema-Television, Los Angeles, CA 90089-2211, (213) 740-3303 or consult USCweb (www.cntv.usc.edu/). 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 January 30. The application deadline for spring semester for the production major is September 1. 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.cntv.usc.edu).

School of Dentistry Applicants for the six-year dental program must contact the School of Dentistry for a supplementary application and program requirements. The application deadline is January 31. For further information, write or call the USC School of Dentistry, Office of Admission and Student Affairs, Los Angeles, CA 90089-0641, (213) 740-2841; email scdental@hsc.usc.edu or visit the school's Web site (www.usc.edu/hsc/dental/).

School of Fine Arts (B.F.A. and B.A.) Priority consideration for admission to the fall semester is given to those students who submit applications by January 30; the deadline for spring semester is September 15. A supplemental application and three letters of recommendation is required. Slide portfolios are required of all transfer applicants to the B.F.A. and B.A. (Studio Arts) programs and may be requested of freshman applicants to these programs. Applicants must write or call the USC School of Fine Arts, Los Angeles, CA 90089-0292, (213) 740-2787 for specific instructions about applications and required supplementary materials. Additional information regarding School of Fine Arts programs is available on USCweb (www.usc.edu/dept/finearts).

School of Journalism (includes majors in broadcast journalism, print journalism, public relations, journalism/East Asian area studies and journalism/Russian). Transfer and international students must submit SAT I or ACT results. 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. For more information, write or call the USC School of Journalism, Los Angeles, CA 90089-0281, (213) 740-0900 or consult USCweb (www.usc.edu/schools/annenberg/).

School of Music (all majors) An audition is required. Contact the school for audition dates. A supplementary application form must be obtained from and returned to the School of Music Office of Admission, University Park, Los Angeles, CA 90089-0851, (213) 740-8986. Applicants are urged to apply as early as possible. For additional information, visit the school's Web site (www.usc.edu/dept/Music).

Department of Nursing All prerequisite and general course work must be completed prior to entering nursing classes, which begin in fall of the student's junior year. Contact the department about completing necessary courses at USC or elsewhere. Admission is for fall semester only, except for R.N.s seeking the B.S.N. A nursing supplemental application and two letters of recommendation are required. For information and an application, write or call the USC Department of Nursing, 1540 Alcazar St., Los Angeles, CA 90033, (323) 442-2020 or visit the department's Web site (uscnurse.usc.edu).

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 after the student has completed one semester of full-time study at USC. Admission to the program is competitive. 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 90033, (323) 442-2850 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 is provided on page 678. 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 90033-1089, (323) 442-1466 or consult USCweb (www.usc.edu/hsc/pharmacy/).

Physician Assistant Program The application deadline for fall is November 1; admission is for fall only. Students must be at junior level or higher. All prerequisite and general education courses must be completed prior to application. Students should contact the department for a supplementary application. For more information, write or call Primary Care Physician Assistant Program, 1975 Zonal Avenue, Los Angeles, CA 90033-1039, (323) 442-1328 or consult USCweb (www.usc.edu/hsc/medicine/family_med/pa/).

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, 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 5. The deadline for applying to the B.A. program is January 30 for fall semester and September 15 for spring semester. Additional information is available on the school's Web site (www.usc.edu/dept/theatre/DramaNet/).

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.

The Dean of Admission and Financial Aid has the discretionary authority to grant waivers of the university's normal entrance requirements.

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 Undergraduate Admission strongly 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 50 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 Undergraduate Admission, (213) 740-1111 or visit the Articulation Office Website (www.usc.edu/dept/ARR/articula/apindex.htm).

International Baccalaureate

USC grants six semester units of college credit for each score of 5, 6 or 7 on the International Baccalaureate Higher Level Examinations. Students may earn up to 18 units of credit in this manner. International Baccalaureate results should be forwarded to the Office of International Admissions, Student Union 311, Los Angeles, CA 90089-0898.

Credit by Special Examination

See the Credit by Special Examination section (page 54) 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; (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 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 transcripts — the results of the Scholastic Assessment Test (SAT) or the American College Testing (ACT) assessment, which will be considered along with the college work.

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 Undergraduate Admission when completing the application form. Omitting such information constitutes a violation of the applicant's affidavit and may result in the retroactive withdrawal of the admission decision.

Records of 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.

Transfer Scholars Partnership Program

Through the Transfer Scholars Partnership program, USC works with selected California community colleges to encourage transfer admission. Students who complete honors programs at participating schools are guaranteed admission to majors in the College of Letters, Arts and Sciences and the Schools of Business, Education, Engineering and Policy, Planning, and Development, provided they meet specific requirements.

Participating colleges currently include: Antelope Valley College, Cerritos College, Chaffey College, College of the Canyons, East Los Angeles College, El Camino College, Fullerton College, Glendale Community College, Irvine Valley College, Long Beach City College, Los Angeles City College, Los Angeles Harbor College, Los Angeles Pierce College, Los Angeles Valley College, Mount San Antonio College, Orange Coast College, Pasadena City College, Saddleback College, San Diego City College, San Diego Mesa College, San Diego Miramar College, Santa Ana College, Santa Barbara City College, Santa Monica College, West Los Angeles College and West Valley College.

Call the Office of Admission for information.

Graduate Admission

Admission to graduate programs is granted through the USC Office of Graduate Admission. Correspondence with department chairs or individual faculty members does not constitute admission. Only a letter from the Vice Provost, Enrollment Services 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 65 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

For purposes of admission an international student is defined as a student who is studying or wishes to study in the U.S. on a non-immigrant visa. This definition does not include permanent residents or refugees. Special admission procedures are required of international students. Permanent residents or refugees should follow the admission procedures for domestic students.

The Office of International Admissions cannot process an application until all of the steps listed below have been completed by the applicant.

Applicants should submit the following:

- (1) application for admission, together with all required supporting documents and a fee of \$55 made payable to the University of Southern California by check or bank draft in U.S. dollars drawn on a U.S. bank;
- (2) test results of any standardized examinations taken for entrance to American universities, such as SAT or ACT, the GRE and the TOEFL, must be sent to USC from the Educational Testing Service or the American College Testing Program. Most graduate departments require applicants to take the Graduate Record Examinations (GRE) prior to admission;
- (3) official copies of academic records with certified English translations. Academic records include: yearly secondary

school records for undergraduate applicants, year-by-year records from each college or university attended indicating number of lecture and laboratory hours a week devoted to each course and grades received, and official documents indicating the award of degrees with the title and date conferred. All documents submitted become the property of the University of Southern California;

- (4) documented evidence of financial support;
- (5) graduate applicants must submit, to the appropriate departments, three letters of recommendation from former professors.

Deadline for International Applications

Students should send completed applications with the required documents and fee to the Office of International Admissions. Graduate applicants are admitted on a rolling basis (as applications are received) with priority given to those who apply early. Because of exceptional interest, some departments have earlier deadlines. Undergraduate international students, freshmen and transfers, *must* follow the deadlines in the application.

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

Official Document to Enter the United States

The Office of International Admissions 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 International Admissions 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 International Admissions. 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) 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 adequate English oral communication skills before assuming classroom or laboratory duties. International teaching assistants must achieve a score of 6.0 or better on the oral portion of the ISE or on an International Teaching Assistants oral test administered by the American Language Institute (see below). A score of 5.0 or higher on the Test of Spoken English (TSE) will exempt students from having to undergo any oral testing. Students who fail to achieve one of these scores will not be cleared for teaching duties.

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.

ALI is also home to the USC Language Academy, which offers full-time study in English for students who are not enrolled in the university. Applicants who wish to study English only may apply to the USC Language Academy, 927 W. 35th Place, Los Angeles, CA 90089-0024 or call (213) 740-0080 for further information.

Tuition and Fees (Estimated), Fall 1999

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).....	\$11,099.00
unit basis	748.00
Graduate Students (15-18 units).....	11,099.00
unit basis	748.00
Advanced Dentistry (per trimester).....	12,975.00
Dentistry (per trimester) Session 006.....	12,898.00
Dental Hygiene (per trimester) Session 007.....	10,286.00
Special Dental International Students (per trimester) Session 008	12,898.00
Engineering Graduate units (500 level and above) flat fee basis (15-18 units).....	11,099.00
unit basis	768.00
Law Session 002 flat fee basis (13-17 units).....	13,046.00
unit basis	1,009.00
Medicine Session 003 flat fee basis	15,844.00
Pharmacy Session 004 flat fee basis	11,401.00
unit basis	761.00
Pharmaceutical Sciences Session 005 (15-18 units).....	11,401.00
unit basis	761.00
Graduate Cinema-Television Session 037 unit basis (no flat fee).....	796.00
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)	769.00
Master of Real Estate Development Session 038 flat fee basis (16-18 units).....	13,280.00
unit basis	830.00

Mandatory Fees (Estimated)

Application Fee (not refundable) paper.....	55.00
diskette.....	45.00
Commitment Deposit (not refundable but applicable on tuition).....	250.00
Identification Photograph (Replacement).....	18.00
Required of all students. For use through- out enrollment at USC when accompanied by a current semester Registration Con- firmation showing payment of tuition. The fee will be assessed for each replacement, or loss of Identification Card prior to claim- ing photo.	
Health Insurance, international students and HSC students only, fall semester (1998-99 fee)	215.00

Spring semester and summer session (1998-99 fee).....	401.00
Orientation Fee (undergraduate/ international students).....	122.00
Orientation Fee (domestic graduate) ...	21.00
Student Health Service, per semester (for students with load of six units or more).....	160.00
Student Programming Fee, per semester (for students with load of six units or more) undergraduate.....	53.00
graduate.....	37.00
Norman H. Topping Student Aid Fund, per semester, all students.....	6.00

Optional Fees (Estimated)

Parking Fee, per semester Commuter Gold	306.00
Cardinal	211.50
Reserved.....	450.00
Designated day(s) 1 day/week.....	65.00
2 days/week.....	130.00
Rideshare 2 person carpool Cardinal.....	157.00
2 person carpool Gold.....	211.50
Parking Center.....	135.00
Residential parking information and pricing can be obtained at the time of check in at your Housing Customer Service Center.	
Student Activities Card.....	85.00
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.	

Late Registration Fees

First week	100.00
Second week.....	200.00
Third week	300.00
Each week thereafter	25.00
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 \$25.00 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.

Special Fees (Estimated)

Enrollment Verification Fee.....	5.00
Petition Fee for Registration Exceptions	100.00
Graduate Record Examinations Computerized test	96.00
Required of all applicants for master's and doctoral degrees. General test scores must be submitted before admission as a gradu- ate student.	
Laboratory Fees.....	5.00-500.00
For certain laboratory courses in architec- ture, biological sciences, chemistry, engi- neering, fine arts, geological sciences, phys- ical 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 the- sis, and publishing abstract.	
Application for re-entry.....	no charge
Special Subject Credit Examinations.....	353.00
Examinations for excuse from required courses or for college credit on work for which credentials cannot be supplied.	
Transcript Fee Official	7.00
Unofficial.....	5.00

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

Direct Cash Payments

Payment must be made for the full amount due directly to the University Cashier by cash, check, MasterCard/VISA/Discover or College Card (or any combination thereof) before the beginning of each semester.

Cashier's Deferments

Students may be eligible for a short-term deferment. Students must apply in person to the Cashier's Office. Proper identification is required for all credit. Short-term deferments are granted for up to \$2,000. A non-refundable service charge of five percent of the deferred amount will be assessed. Students with past due accounts are not eligible for deferments.

Financial Aid Deferments

Students who need deferments based on financial aid must contact the Financial Aid Office.

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 sign a promissory note 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.

Federal Work-Study awards are not reflected as credits on the Registration Confirmation. Federal Work-Study awards are earned through employment, either on-campus or off-campus. The student is paid bi-weekly

for hours worked and may earn up to the amount specified in the Statement of Financial Aid Eligibility.

All students who received Federal Stafford Loan, Federal Perkins Loan, University Direct Student Loan, USC Subsidized Loan, USC Unsubsidized Loan 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.

MasterCard, VISA, Discover or College Card

All, or any part of, charges recorded on a main campus Registration Confirmation may be paid by MasterCard, VISA, Discover or College Card. Present the card in Room 204 in King Hall. (Health Sciences Campus students may settle their Registration Confirmations with the HSC cashier, Seaver Building, first floor.) Students may pay by telephone (MasterCard or VISA) by calling **TIPS (Touch-tone Inquiry and Payment System)** at (213) 740-7471 or outside the Southern California area 1-800-225-1222.

Tuition Prepayment

The university will accept tuition prepayment for a period of up to four years. The prepayment will guarantee that the tuition rate will be fixed to the current rate on the date prepayment is made. Prepayments are accepted between July 1 and September 1 each year. Specific details may be obtained from Student Financial Services, King Hall 201, (213) 740-4077.

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 14-15 week semester (session) are made at 100 percent through the end of the third week of classes.

Students who are recipients of Title IV federal financial aid funds (federal Pell Grant, SEOG, Stafford Loan, PLUS Loan, Perkins Loan, Work-Study) and who officially withdraw from all classes after the third week of the semester, may be entitled to a partial refund. Refer to page 36 for more information.

The university does not issue cash refunds any time after week three of the semester, except as noted above.

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 Registration and Records.

Tuition Assistance Benefits (formerly Employee Tuition Remission)

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.

Tuition assistance benefits 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 Loan Plans

USC participates in a number of long-term borrowing programs 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 make their expected contributions to the cost of college education. Information about loan programs is available at the USC Office of Financial Aid.

Veterans' Benefits

Veterans must register with the Office of Veterans 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 Veterans 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.

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 two- or four-year scholarships earned through national competition while seniors in high school. These grants pay full tuition, books and fees, and carry a monthly stipend of \$150 per month to help defray living expenses. The university also provides automatic scholarships to incoming four-year NROTC scholarship recipients to help pay for living expenses. Navy scholarships are also available to men and women who enroll directly in NROTC at the university. Non-scholarship midshipmen receive no NROTC financial aid until their junior year, when they become eligible for a \$150 monthly stipend.

Men and women may select their own major fields, although engineering or the sciences are preferred. Nurse Corps option students, however, must pursue a Bachelor of Science in Nursing. 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. Unrestricted Line Officer specialties within the Navy and all officer specialties within the Marine Corps are open to NROTC graduates. For specific information, contact the Department of Naval Science directly, (213) 740-2663.

Air Force Reserve Officers' Training Corps (AFROTC)

Air Force Reserve Officer Training Corps (AFROTC) offers two- 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 almost all students pursuing baccalaureate and graduate degrees. Aerospace Studies entails one semester-hour course the first two years and three semester-hour courses the last two years. AFROTC offers a variety of one- to four-year scholarships which include monthly stipends, substantial offsets for room and board and a minimum of \$1,000 per semester for all junior and senior cadets. 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.

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 \$27,950 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 \$150 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 call (213) 740-4026.

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 a short term monthly payment 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 the USC Financial Aid Office Website (www.usc.edu/dept/fao).

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.

Undergraduate Students

Scholarships

Scholarships awarded on the bases 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.

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 Financial Aid PROFILE Application to the College Scholarship Service. Students must also submit copies of their and their parents' signed 1998 federal income tax returns including all schedules and W-2 forms or non-filing statement forms to the USC Financial Aid Office. Application forms should be submitted by January 30, 1999 and tax returns or non-filing statements should be submitted by March 2, 1999 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, 1999.

Continuing Undergraduates

To be considered for university and federal campus-based funds for the 1999-2000 academic year, the College Scholarship Service (CSS) must receive the CSS Financial Aid PROFILE Renewal Application by March 2, 1999. In addition, the federal processor must receive the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA by

March 2, 1999. The Financial Aid Office must receive copies of student and parent signed 1998 federal income tax returns including all schedules and W-2 forms or non-filing statements no later than May 5, 1999. 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, 1999.

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 monthly stipend checks the first year and receive stipend checks 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.

The USC Subsidized Loan program provides loans to eligible undergraduate students who meet all application deadlines. USC Unsubsidized Loans are also available. Repayment begins four months after the borrower ceases to be enrolled at USC 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 page 30 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 only — 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.

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 Office of Financial Aid administers federal and state financial aid programs and provides information about funding for graduate study from sources outside the university.

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.

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 Financial Aid Form for Graduate and Professional Students to the USC Financial Aid Office.

To be considered for the Federal Perkins Loan and work-study program for the 1999-2000 academic year, the federal processor must receive the Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA by March 2, 1999. In addition, the Financial Aid Office must receive the completed Supplemental Financial Aid Form for Graduate and Professional Students by March 2, 1999. The Financial Aid Office must also receive a complete copy of the student's (and spouse's, if applicable) signed 1998 federal income tax return including all schedules and W-2 Forms or the student non-filing statement form by May 5, 1999.

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

Loans through the Federal Perkins Loan Program are awarded to eligible students. Only 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 30 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 remission 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 University Requirements for Graduation sections of this catalogue (pages 56-58).

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

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. Adjustments to these allowances will be made only through an appeal to the 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. 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, NR, V and MG do not apply toward a degree. Therefore, students must not count in their calculations of 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 54) 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

Repeated course work will not be included when determining a student's yearly progress unless it was not counted the first time the course was taken. This only occurs in classes in which a student has withdrawn or not received a passing grade. All repeated course work counts toward the student's maximum time allowance.

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.

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.

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

One hundred percent of non-summer session work transferred to USC by a continuing student will count toward the student's cumulative maximum unit and semester allowances.

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 for their next two semesters of enrollment, not including summer enrollment. 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 reconsidered 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 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 33.

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 must submit a Satisfactory Academic Progress Appeal Form along with complete supporting documentation to the Financial Aid Office. The appeal will be evaluated and the student will be notified of the decision. Some cases may be referred by the Financial Aid Office to the Subcommittee of the Undergraduate Admission and Financial Aid Committee.

Students who have lost eligibility for financial aid due to an insufficient grade point average must obtain guidance from the Academic Review Office, where all appeals are directed. If the student is readmitted to the university, the student must notify the Financial Aid Office for financial aid processing to occur.

Any student who is appealing his or her financial aid disqualification should continue to meet all financial aid application deadlines. As with any type of financial aid appeal, satisfactory academic progress appeals are funded as funds are available.

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 Documents

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 applications, forms and other documents include, but are not limited to, the following:

- Free Application for Federal Student Aid (FAFSA)
- Student Aid Report
- CSS PROFILE Application
- Supplemental Financial Aid Form for Graduate and Professional Students
- 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
- Financial aid transcripts
- Loan applications and promissory notes
- Specific program applications
- Federal Work-Study time sheets

The integrity of the documents and the honesty of the information presented through them is critical to the financial aid process. When any document 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 Office of Financial Aid, 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 on applications or forms, or has submitted forged documents or signatures, the following steps will be taken:

(1) An incident report will be filed with USC's Office for Student Conduct 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, 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.

Federal Refund Policies for Recipients of Title IV Federal Financial Aid

Student Responsibilities

It is the student's responsibility to notify the Financial Aid Office if he or she is a financial aid recipient and withdraws from all classes at any point during the term. If students withdraw from all classes at any point during the semester, the Financial Aid Office will determine whether they are eligible for a cancellation of charges for tuition and mandatory fees; and, if so, the correct payment of the refund to the various financial aid programs, beginning with federal loans.

It is to a student's benefit to immediately notify the Registrar and the Financial Aid Office when he or she stops attending classes with the intent to withdraw.

If students or parents received funds under federal or university loan programs, it is their responsibility to notify the lender or holder of loans that they are no longer enrolled on at least a half-time basis. Student borrowers of federal or university loans must also satisfy exit loan counseling requirements.

Cancellation of Charges

In addition to the university refund policy outlined on page 29, students who are recipients of Title IV federal financial aid are also covered by federal refund policies. The federal refund policy provides for a prorated cancellation of institutional costs proportional to the duration of student enrollment only in cases where the student withdraws from all classes. For example, students who withdraw from all classes 50 percent of the way through the semester may be entitled to a 25 percent cancellation of charges for institutional costs if they are continuing students, or a 50 percent cancellation of charges if they are new students (see the table on page 37.) As Title IV federal financial aid recipients, students are entitled to a cancellation of charges under the policy, university or federal, that provides for the largest refund to the federal financial aid programs from which they received funds.

Federal Refund Policies

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 Stafford Loan (Subsidized and Unsubsidized), Federal PLUS Loan, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Equal Opportunity Grant (FSEOG), Federal Work Study.

Institutional Costs

Institutional costs include charges for tuition and mandatory fees as well as for room and/or board if room and/or board is billed on the USC student account. Institutional costs do not include optional expenses that may be charged to a student account, such as phone service, parking fees and fines, health insurance, health center charges or USCard charges.

Refund Percentages

Percentage of cancellation of charges for tuition and fees based on a standard 15-week term*

Week withdrawal occurred	% of term enrolled	USC refund policy	Federal refund policy new students	Federal refund policy continuing students
1	7%	100%	90%	90%
2	13%	100%	80%	50%
3	20%	100%	80%	50%
4	27%	0%	70%	25%
5	33%	0%	60%	25%
6	40%	0%	60%	25%
7	50%	0%	50%	25%
8	53%	0%	40%	0%
9	60%	0%	40%	0%
10	67%	0%	0%	0%
11	73%	0%	0%	0%
12	80%	0%	0%	0%
13	87%	0%	0%	0%
14	93%	0%	0%	0%
15	100%	0%	0%	0%

*If the length of the academic term is either longer or shorter than the standard 15-week term, request a refund schedule from the Financial Aid Office.

Continuing Students

Continuing students who receive Title IV federal financial aid are entitled to a 25 percent cancellation of institutional costs and a refund of their financial aid if they withdraw completely between the 25 percent and 50 percent point in time for the period of enrollment (from the fourth to the seventh week of a 15 week term). For withdrawals preceding the 25 percent point in time, the USC refund policy of 100 percent usually provides a more generous refund to the Title IV financial aid programs than the federal policy of 50 percent or 90 percent cancellation of charges.

New Students

Students who are in their first semester of attendance at USC and receive federal financial aid and withdraw completely on or before the 60 percent point in time for the period of enrollment (during the ninth week of a 15 week term) are entitled to a cancellation of the remainder of their institutional costs and a refund of their financial aid minus specified unpaid institutional costs (i.e., a 40 percent cancellation of charges if they withdraw at the 60 percent point in time). Students are also considered new if they attended USC in the past but received 100 percent cancellation of charges for tuition and fees for the term(s) of previous attendance.

Period of Enrollment

At USC the periods of enrollment are generally measured on a semester basis, starting on the first day of classes and ending on the final day of examinations for a given term. Since fall and spring semesters at USC begin on a Wednesday, a week is measured from each Wednesday of a given term through the following Tuesday.

Refunds and Repayment

If the university cancels charges for tuition and fees and other institutional costs under either the university refund policy or one of the federal refund policies, and students used Title IV federal financial aid funds to help cover those costs, the financial aid office will calculate the amount of the refund to the financial aid programs.

The amount refunded to financial aid programs will be reduced by any unpaid institutional costs remaining on the student account for *new students* who completely withdraw before or on the 60 percent point in time for the period of enrollment. The university will also deduct an administrative fee of 5 percent or \$100, whichever is less, from the amount of the total refund. If students have a large billing balance at the time of withdrawal, it is possible that no refunds will be made to the financial aid programs and they may continue to owe the university for unpaid institutional and non-institutional costs. It is also possible that once the refund payments have been made, they will owe the university for unpaid non-institutional costs, such as health insurance, phone service and USCARD charges.

The amount refunded to financial aid programs will not be reduced by any unpaid charges for *continuing students* who completely withdraw on or before the 50 percent point in time. As a result, if they are carrying a billing balance at the time of withdrawal, they may still be liable for unpaid institutional costs as well as any non-institutional costs. The university will deduct an administrative fee of 5 percent or \$100, whichever is less, from the amount of the total refund.

Whether a student is new or continuing, refunds are made to financial aid programs in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Perkins Loan
- Federal Pell Grant
- Federal SEOG
- USC Subsidized Loan
- University Grant
- Outside agency scholarships
- Cal Grant

Students who receive Title IV federal financial aid and received a cash disbursement of financial aid funds (excluding Federal Stafford and PLUS loan proceeds) from the Cashier's Office may be personally responsible for repayment of those financial aid funds if they withdraw completely on or before the 60 percent (new students) or 50 percent (continuing students) point in time of the period of enrollment.

If students and/or their parents made payments to their account in addition to the financial aid funds, it is possible they and/or their parents may receive a refund after the financial aid programs (including state and university programs) have been duly refunded and if no outstanding charges remain on the student account.

Federal Work-Study

Earnings under the Federal Work-Study program are not subject to refund or repayment.

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 desirous of filing 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, improvement of 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."

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.

Recognizing that the commuter life style is the more practical choice for some students, the university has developed a program of commuter services which includes activities and advocacy services.

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 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 offers a more independent environment. 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 try to get them into 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 generally made based on selected priorities within the following categories: (1) freshman, (2) sophomore through senior, (3) graduate.

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.

The 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) 740-8488.

The 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 three such programs on campus. Undergraduates and graduate students 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 through graduate students.

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

Marks and Trojan Deans' Halls provide a rich intellectual environment for incoming freshman honors students. Pacific, Annenberg House, Hillview, Honors House and Parkside 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 Non-Resident Faculty Fellows program assigns 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 Floors, SChalom Housing, the Limited Visitation Floor, Law House (law students only), Occupational Therapy House (majors only), and the Muslim, Latino, African-American, Business, Women in Science and Engineering, Transnational and Transcultural, and Cinema Interest floors. Information on these special interest housing programs is available in information booklets 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.

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 on the Internet at www.usc.edu/go/transportation.

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.

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.

Opportunities for involvement and leadership can be found in the five committees: student affairs, academic affairs, financial affairs, security and community 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, consisting of the following events committees: concerts, speakers, performing arts, Springfest, special events and discretionary funding.

The Program Board also contains assemblies representing the Asian-Pacific, Black, Latino, Greek, women's, international, and gay/lesbian/bisexual communities at USC, as well as Trojan Pride, the "spirit" assembly and the Academic Honors Assembly.

The Recreation Club Council provides students with opportunities to participate in a variety of recreation and club sport activities.

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. In addition, GPSS allocates graduate student programming fee monies to academic-based student organizations as well as to students traveling to present papers at professional conferences, appoints graduate and professional students to university committees, and maintains a joint program account to encourage cross-disciplinary programs.

An executive committee, consisting of a chair, external liaison, internal liaison, elections and recruitment chair, programming chair, finance chair and four at-large representatives, oversees the daily operations of the council 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.

Campus Organizations

Nearly 300 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*.

Student Center

Located in the Topping Student Center, the 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 portable stages, 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, Ground Zero Coffee House and the Health Sciences Campus Plaza. 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 and Patio, Hahn Plaza, Alumni Park, Founders Park, Associates Park, E.F. Hutton Park, Senior Park, Fagg Park, 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 & Neighbors Service Day, USC Volunteer Corps, Alternative Spring Break, literacy and mentoring volunteer 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 Student 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. KSCR is available live via the Internet and can be accessed at <http://kscr.usc.edu>. 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).

Intramural-Recreation Department Lyon University Center

The Intramural-Recreation Department provides a wide variety of activities to all members of the USC community. Through its many activities, the program seeks to educate individuals in the meaningful use of their leisure time. More than 9,500 students participate each year.

Intramurals

Intramural competitions are held each semester in more than 100 sports for students, faculty and staff. These provide competition at all levels of accomplishment in games ranging from the traditional (basketball, swimming, football, etc.) to the contemporary (over-the-line softball, inner tube water polo, etc.) to the international (soccer, squash, badminton).

Recreation Interest Clubs

Students seeking to share their enthusiasm for a recreational sports interest may do so through membership in organized clubs. Such diverse interests as cycling, golf, frisbee, fencing, Alpine skiing and snowboarding, and a number of martial arts are represented by more than 40 recreation clubs.

Club Sport Teams

In addition to intercollegiate sports, such as football and basketball, students compete at the club sport level with teams from other colleges and universities in the following sports: frisbee, volleyball, hockey (ice), equestrian, lacrosse, polo (horse), rugby football, soccer, softball (women's), skiing, surfing, and water skiing.

Leisure Classes

Non-credit classes are offered for students wishing to learn particular skills that will enhance the quality of their leisure activities. Offered in a pressure-free environment, classes are designed not only to impart skills, but also to provide social interaction and reduce the stress of campus life. Examples of these classes include aerobics, martial arts, yoga, hiking, dancing, swim stroke mechanics and weight training.

Free Recreation

This program is designed for individuals who wish to remain active and stay in shape, but who have only a limited amount of time in which to participate and who do not desire organized activities. The amount of free recreation offered depends upon the availability of facilities, staff and equipment. The schedule varies according to the sports in season. Lockers and equipment are available for a small fee.

Facilities

Among other legacies of the 1984 Olympic Games, USC acquired a new swimming and diving complex. An addition to the university's recreation offerings is the impressive General William Lyon University Center, a state-of-the-art recreation, fitness and exercise facility.

Affiliations

The Intramural-Recreation Department serves as the host department for the following organizations: RCC (Recreational Club Council), NYSP (National Youth Sports Program), Spirit Squad (Song and Yell Leaders), Martial Arts Consortium, Personal Trainer Program, Officials/Referees Training Clinics, USC After School Sports Connection, as well as Masters Swim and Diving Program.

For more information regarding Intramural-Recreation, email imrec@usc.edu or consult USCweb (www.usc.edu/IMREC/).

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 Conduct.

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

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

El Centro Chicano, a department in the Division of Student Affairs, serves as a support center for all Latino students and their families. El Centro's staff plans various programs throughout the year that provide an opportunity for students to enrich their leadership skills, cultural identity and define their role in the mainstream community.

Some of the programs include the following: Motivational Institute, Proyecto Mexico, Latino Parent Association, Latino Unity Banquet, Chicano/Latino Graduation and the Latino Honor Society. El Centro is located on the third floor of the University Church. For more information, call (213) 740-1480 or consult their Web site at www.usc.edu/dept/student-affairs/gateway/programs_services/el_centro_chicano.html.

Asian Pacific American Student Services

The Asian Pacific American Student Services (APASS) department assists students in their academic, 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 alumni and 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, alumni mentoring, cultural and educational programs, academic collaborations, and individual and collective advocacy.

APASS also administers the Asian Pacific American Support Group (APASG) which offers alumni and friends the opportunity to contribute to the education and future of Asian Pacific Americans at USC. The APASG collaborates with APASS on mentoring, community relations, and supports the APASG Scholarship Endowment fund which awards over \$30,000 annually.

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/dept/APASS).

Center for Black Cultural and Student Affairs

The Center for Black Cultural and Student Affairs (CBCSA) is dedicated to taking bold initiatives to challenge paradigms that interfere with a complete understanding of the rich culture and heritage of African Americans in higher education and society. CBCSA takes a leadership role in attracting, recruiting, retaining and graduating African American students. Students, faculty and staff collaborate as partners in making contributions to the development of the university through CBCSA.

Program highlights are: Howard University Exchange Program, Research and Institutional Policy Bibliographic/Occasional Paper Series, group study sessions, student referral/retention problem solving, Protégé Plus Mentor Program, Brown Bag Lecture Series, Thurgood Marshall Leadership Forum, special cultural programs, Community/Academic Interns and Scholars, African Language Institute, Young Professional Support Group (for recent graduates).

The Center for Black Cultural and Student Affairs is located in the Student Union Building, Room 415, (213) 740-8257 or consult the center's Web site (www.usc.edu/go/cbcsa). Hours are 8:30 a.m. to 5:30 p.m., Monday through Friday.

International Services

The Office of International Services, located in the Student Union Building, Room 300, is concerned with assisting non-immigrant students in adjusting to, and fully participating in, the USC campus community. The office provides orientation for new students; counseling on personal, academic and financial matters; advisement on immigration matters; programs for international social and cultural exchange; advisement for student nationality clubs; assistance with registration for classes; and information about international employment opportunities.

A unique service offered by the office is the international peer advocate program. These experienced USC student counselors are trained to assist new and continuing international students in adjusting to the campus. The peer advocates are involved at orientation and registration for new students and are available on a year-round basis to assist with the problems brought to them. They also organize a variety of special enrichment opportunities during the academic year. Some of these programs include the International Speakers Program, Diner's Club, L.A. Today excursions, International Film Club and the American Host Family Program. For more information, consult USCweb (www.usc.edu/dept/student-affairs/OIS/).

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

A competent and highly trained staff of tutors for high demand areas such as mathematics, chemistry, biology, physics, economics and business and learning assistants, who work on a one-to-one basis or in small groups with students to teach study skills and learning strategies for all subjects, is available to USC students at no charge. USC students may receive a maximum of two tutorials per week in each subject.

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.

Students with Disabilities

Disability Services and Programs (DSP) provides support services necessary to enable students with disabilities to develop their maximum academic potential, while having the dignity to work independently. As part of the Division of Student Affairs, DSP is dedicated to fostering the independence of students with disabilities. The primary focus on mainstreaming and self-advocacy encourages students with disabilities to achieve and maintain a high level of autonomy in the campus community.

While DSP provides personal and administrative support, its philosophy encourages students to take responsibility for their academic and co-curricular activities. DSP's services for students with physical, psychological and learning disabilities include: assistance in providing tutors, learning assistants, readers, scribes, notetakers, sign language interpreters; advocacy with faculty; special accommodations for test-taking needs; assistance with architectural barriers; assistance in obtaining books and supplies from the University Bookstore; information regarding

accessible seating at USC sporting events; auxiliary aid and equipment loans; assistive technology; and support 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 5:00 p.m., (213) 740-0776 and (213) 740-6948 (TDD only).

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.

Career Planning and Placement Center

The USC Career Planning and Placement Center provides information and counseling to help students decide on a major, explore career options and choose potential employers. The center offers assistance in resume writing, interviewing and career decision-making, and sponsors such programs as the Career Fair and the Trojan Network. In addition, the center offers a comprehensive career testing program. The center also offers new and traditional placement services: full-and part-time job listings, an electronic resume data base matching system, on-campus recruitment program and an alumni referral system. The Career Planning and Placement Center is located on the first floor of the Student Union Building, Room 111, and is open Monday through Friday, 8:30 a.m. to 5:00 p.m. For more information, call (213) 740-JOBS (5627) or visit the center's Website (www.usc.edu/go/careers).

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, full-time jobs, temporary employment and referrals are available to all students and alumni. In addition, job openings in the USC libraries, food services, offices and bookstore are posted. Students interested in obtaining a campus job should contact the center and/or access the on-line job listing service available 24 hours a day at all USC computer user rooms (www.jobtrak.com).

Travel Service

The USC TravelStore is a full-service computerized travel agency that provides a complete range of travel services to the entire USC community. Alumni, family and friends are welcome to make use of the service.

USC TravelStore views international travel as an intrinsic part of an individual's education, and is involved in developing a wide variety of products as well as working with USC's Overseas Study Programs.

For family and friends visiting campus, special hotel rates can be arranged at nearby and downtown hotels. Best available airfares are also offered. For summer orientation programs and other midweek visits, the lowest excursion air fares are available without the normal minimum stay requirement.

USC TravelStore specializes in finding the best available airfares for all clients. A wide range of leisure and business travel services, including special packages and exclusive offers, are made available to students, faculty and staff.

USC TravelStore, the university's designated travel agency located in University Village near Gate 1, is open Monday through Friday from 8 a.m. to 5 p.m. For further information, call (213) 743-4325 or visit the agency's Web site (www.usc.edu/dept/Travel).

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 8:00 a.m. to 7:00 p.m.; Wednesday from 9:30 a.m. to 7 p.m.; Friday from 9:30 a.m. to 5:00 p.m.; and Saturday 9:00 a.m. to 1:00 p.m. In addition to Sundays and holidays, the health center is closed on Saturdays and evenings (5:00 p.m. to 7:00 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 an initial visit with a specialist, laboratory tests, prescriptions, orthopedic appliances, copies of X-rays and copies of 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 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 nominal co-payment is required for initial specialty consultations, with the exception of internal medicine and gynecology. 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 contact the USC Department of Public Safety at

(213) 740-6000, which will place the student in contact with the physician on-call.

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

The practitioners' services are supported by a clinical laboratory and a radiology unit. Students must pay any charges incurred for diagnostic tests and may occasionally 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 advocates are specially trained students who provide and present outreach programs. Each health advocate acts as a resource person in his or her chosen community.

The health resource room is located in room 117 in the University Park Health Center. Here students can work on a paper, speech, find personal health information, check out books and pamphlets, access bookmarked internet health sites, screen a video, take a computerized health risk assessment or pick up condoms.

Sexually transmitted diseases including HIV can be prevented. Outreach programs and workshops focus on stopping transmission. An anonymous HIV antibody testing 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).

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.

To make an appointment or for further information, call (213) 740-7711. Additional information regarding the center is available on USCweb (www.usc.edu/dept/student-affairs/gateway/programs_services/student_counseling.html). For evening or weekend emergencies, contact the USC Department of Public Safety at (213) 740-4321.