



# usc College

OF LETTERS, ARTS & SCIENCES

## Master of Professional Writing Student Handbook (Revised Edition)

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

This handbook is intended for information purposes. It is subject to change.

# Professional Writing Program

The program is designed for individuals pursuing writing as a career. Fields included are fiction, screenwriting, TV writing, poetry, stageplay, and creative non-fiction. Program faculty are successful writers whose experience in writing and knowledge of publishing bring professional expertise to the classroom.

The Student Handbook was put together by the USC College Office of Advanced and Professional Programs to help you navigate your way through the MPW program and the University of Southern California. In it you will find MPW staff information, program requirements, important dates, registration procedures, tuition payment options and processes, and student resources. If, after consulting the handbook, you still have questions or unresolved issues, please call the MPW office at (213) 740-3252.

The USC College Office of Advanced and Professional Programs is here to assist you from beginning to end in your journey through the MPW program. We hope that the handbook is useful to you throughout your experience and takes some of the stress off of being a student.

*While we make every effort to update the handbook with correct information, the university reserves the right to change programs of study, academic requirements, lecturers, teaching staff, the announced university calendar, and other matters addressed in this handbook, without prior notice and in accordance with established procedures. The information in the handbook does not supersede the University of Southern California Catalogue.*

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Master of Professional Writing – January 2007

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# Table of Contents

## Chapter 1: Directory and MPW Program Calendar

I.	Directory	5
II.	MPW Calendar	7

## Chapter 2: General Information

I.	Staff Responsibilities	9
II.	Program Board	9
III.	Professional Writing Association (PWA)	10
IV.	Southern California Anthology	10
V.	Communications	
	A. E-mail	10
	B. College and MPW Website	10
	C. USC Website	11
	D. Student Records: OASIS	11
	E. TOTALe (Blackboard)	11
VI.	SCampus – Student Handbook	11
VII.	USC Catalogue	12
VIII.	Graduation	12

## Chapter 3: Academic Information

I.	Overview of the MPW Degree	13
	A. Program Requirements	13
	B. The Final Project	13
	C. Terminal Degree	13
II.	Registration	
	A. Information on MPW Courses	14
	B. Navigating Registration	14
	C. Changes in Registration (Add/Drop)	15
III.	Final Project (Thesis)	
	A. Final Project Advisement	15
	B. Final Project Procedure	16
	C. Final Project Submittal Guidelines	16
	D. Final Project Review Process	16
IV.	Academic Regulations	
	A. Grade Point Average	17

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

This handbook is intended for information purposes. It is subject to change.

B. Credit/No Credit	17
C. A Grade of Incomplete (IN)	17
D. Time Limit for Degree Completion	17
E. Continuous Enrollment	17
F. Leave of Absence	18
G. Readmission	18

## **Chapter 4: Financial Information**

I. Tuition and Fees	
A. Calculating Tuition	19
B. Expenses and Fees	19
II. Payment Options	
A. Payment in Full	22
B. Tuition Payment Plan	23
C. Tuition Assistance Benefits	23

## **Chapter 5: Student Resources**

I. USC ID Card	25
II. Libraries	26
III. TrojanBookstores	26
IV. Information Technology Services	
A. Getting Started	27
B. Core Services	27
C. Your USC Computer Account	27
D. Internet Connection	27
E. Wireless Network	27
F. E-mail	28
G. Personal Web Pages	28
H. Software	28
I. Computing Centers	28
J. Journal Storage (JSTOR)	29
K. Customer Support Center	29
L. 24/7 Help	29
M. Documentation and User Guides	29
V. The Graduate and Professional Student Senate	29
VI. The Graduate School	30

# Chapter 1: Directory and Calendar

## I. Directory

### Staff

<b>Acting Program Director</b>	<b>Jane Cody</b> <a href="mailto:jmcody@college.usc.edu">jmcody@college.usc.edu</a> (213) 740-8555 (To make appointments please contact Ebony at (213) 740-3250)
<b>Associate Dean Advanced and Professional Programs</b>	<b>Susan Kamei</b> <a href="mailto:kamei@college.usc.edu">kamei@college.usc.edu</a> (213) 740-1375
<b>Curriculum Advisor</b>	<b>Madelyn Cain-Inglese</b> <a href="mailto:inglese@usc.edu">inglese@usc.edu</a> (213) 740-3251
<b>Student Services Advisor</b>	<b>Natalie Kaylor</b> <a href="mailto:kaylor@college.usc.edu">kaylor@college.usc.edu</a> (213) 740-1384
<b>Administrative Assistant</b>	<b>Ebony Cunningham</b> <a href="mailto:ercunnin@college.usc.edu">ercunnin@college.usc.edu</a> (213) 740-3250

## Office

<b>Location/Mailing Address</b>	<b>3501 Trousdale Parkway Mark Taper Hall, THH 355 Los Angeles, California 90089-0355</b>
<b>Telephone Fax E-mail</b>	<b>(213) 740-3252 (213) 740-5775 <a href="mailto:mpw@college.usc.edu">mpw@college.usc.edu</a></b>
<b>Office Hours</b>	<b>8:30 – 7:00 Monday – Thursday 8:30 – 5:00 Friday</b>

## Internet

<b>College of Letters, Arts &amp; Sciences</b>	<b><a href="http://www.usc.edu/college">www.usc.edu/college</a></b>
<b>MPW</b>	<b><a href="http://www.usc.edu/dept/LAS/mpw">http://www.usc.edu/dept/LAS/mpw</a></b>
<b>University of Southern California</b>	<b><a href="http://www.usc.edu">www.usc.edu</a></b>
<b>Graduate School</b>	<b><a href="http://www.usc.edu/dept/gradschl">www.usc.edu/dept/gradschl</a></b>
<b>OASIS</b>	<b><a href="http://www.usc.edu/oasis">www.usc.edu/oasis</a></b>
<b>Libraries</b>	<b><a href="http://www.usc.edu/libraries">www.usc.edu/libraries</a></b>
<b>Bookstore</b>	<b><a href="http://www.uscbookstore.com">www.uscbookstore.com</a></b>
<b>Schedule of Classes</b>	<b><a href="http://www.usc.edu/academics/classes">www.usc.edu/academics/classes</a></b>
<b>USC Directory</b>	<b><a href="http://www.usc.edu/index">www.usc.edu/index</a></b>

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

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## II. MPW Calendar

### Spring Semester 2007

January 4-5	Open Registration
January 8	Classes Begin
January 8	New Student Orientation
January 15	Martin Luther King Day, University Holiday
January 16	MPW Reception
January 26	Last Day to Add/ Last Day to Drop without a Mark of “W”
January 26	P.W.A. Student Reading Series featuring MPW faculty Lee Wochner
February 9	P.W.A. Student Reading Series featuring MPW faculty TBA
February 14	One-Act Play Festival Submission Deadline – 5 pm
February 15	Distinguished Speaker Series: Reading by visiting poet Diane di Prima
February 19	Presidents’ Day, University Holiday
March 7	Distinguished Speaker Series: Reading by visiting poet Amy Gerstler with MPW instructor Gerald Locklin
March 9	P.W.A. Student Reading Series featuring MPW faculty TBA
March 12-17	Spring Recess
April 6	Last day to drop with a Mark of “W”
April 6	P.W.A. Student Reading Series featuring MPW faculty TBA
April 23	Thesis Submission Deadline
April 26	Panel Discussion - “Literary Marketplace – A Roadmap to Success” Moderated by MPW faculty member Gina Nahai
April 27	Classes End
April 28 - 29	L.A. Times Festival of Books – Visit the MPW booth for book signings, readings, etc., featuring MPW faculty, students, and alumni
May 2 – 3	Jerome Lawrence One-Act Play Festival Performances
May 4	P.W.A. Student Reading Series featuring MPW faculty TBA
May 2-9	University Exam Week
May 11	USC Commencement

### Summer Session 2007

May 14-15	Registration
May 16	Classes Begin
May 28	Memorial Day, University Holiday
July 2	Thesis Submission Deadline
July 4	Independence Day, University Holiday
August 7	Classes End

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## **Fall Semester 2007**

August 20-24	Open Registration
August 27	Classes Begin
September 3	Labor Day, University Holiday
September 14	Last Day to Add/Last Day to Drop without a Mark of “W”
November 16	Last Day to Drop with a Mark of “W”
November 22-24	Thanksgiving, University Holiday
November 26	Thesis Submission Deadline
December 7	Classes End
December 8-11	Study Days
December 12-19	University Exam Week
December 20-January 13	Winter Recess

## **Spring Semester 2008**

January 10-11	Open Registration
January 14	Classes Begin
January 21	Martin Luther King Day, University Holiday
February 18	Presidents’ Day, University Holiday
March 17-22	Spring Recess
April 23	Thesis Submission Deadline
May 2	Classes End
May 3-6	Study Days
May 7-14	University Exam Week
May 16	Commencement

## **Summer Session 2008**

May 19-20	Registration
May 21	Classes Begin
May 26	Memorial Day, University Holiday
July 1	Thesis Submission Deadline
July 4	Independence Day, University Holiday
August 12	Classes End



# Chapter 2: General Information

## I. Staff Responsibilities

Members of the MPW staff have their own area of expertise and responsibility and can answer most questions you might have.

<b>Madelyn Cain-Inglese</b> Curriculum Advisor inglese@usc.edu	Academic Advising D-Clearance
<b>Natalie Kaylor</b> Student Services Advisor kaylor@college.usc.edu	Academic advising D-Clearance Degree Progress Leave of absence requests Program policies Special events and programs Student records Student recruitment
<b>Ebony Cunningham</b> Administrative Assistant ercunnin@college.usc.edu	Admission inquiries Appointments/Dean's calendar Workshop and event registration/RSVP Special events and programs Student recruitment

## II. Program Board

The MPW program is administered by the Associate Dean for Advanced and Professional Programs, and is advised by a faculty program board appointed by the dean of the College of Letters, Arts and Sciences. This structure insures the continuing academic quality of the program. The program board recommends candidates for admission and approves new MPW courses and student final projects. It also works with the Associate Dean in developing new strategies for the recruitment of students and faculty, in developing new program possibilities, and in ensuring that quality and interdisciplinary standards are met.

### III. Professional Writing Association (PWA)

The Professional Writing Association is the organization for MPW students organized under the auspices of the Graduate and Professional Student Senate (GPSS). The PWA organizes a student reading series and various social and literary events throughout the year. The PWA also supports a listserv. Membership in the PWA is open to all MPW students.

### IV. Southern California Anthology

The Southern California Anthology is a publication of the Master of Professional Writing Program. It is published annually and includes poetry, prose, interviews, and fine art. Students in the MPW program have the opportunity to apply for positions on the editorial board.

### V. Communications

#### A. E-mail

**The University of Southern California uses electronic mail for official communications.** You have been provided with a university email account (e.g., name@usc.edu) that you can access from home or campus computers. Even if you have a personal or business email address, you are expected to check your USC email on a regular and frequent basis. *You are responsible for all email communication through the university system. The university and MPW will send email only to your university email address.*

#### B. College and MPW Websites

The College website, [www.usc.edu/college](http://www.usc.edu/college), contains information regarding all of what's going on in The College of Letters, Arts & Sciences. The MPW website, <http://www.usc.edu/dept/LAS/mpw>, is where you will find MPW course and faculty descriptions, and academic and special event calendars among other things. We are always adding new content and updating current content, so please visit often. The MPW Handbook will be available on the website in the near future.

### C. USC Website

In addition to the MPW website, the USC website is your entry into a wide range of information: course offerings and registration, cultural events, access to your grades and bursar account, online telephone directory, to name just a few. You can access the USC website at [www.usc.edu](http://www.usc.edu).

### D. Student Records: OASIS

Online student records are a convenient way for you to access your academic, financial, and personal information. You can access them via OASIS (Online Academic Student Information System) at [www.usc.edu/oasis](http://www.usc.edu/oasis).

Services available through OASIS:

<ul style="list-style-type: none"><li>- Registered Course List</li><li>- Enrollment Verification</li><li>- Permit to Register</li><li>- Grade Report</li><li>- Completed Course Summary</li><li>- Degree Progress Summary report</li><li>- STARS Report</li></ul>	<ul style="list-style-type: none"><li>- Transfer Credit Report</li><li>- Restrictions (holds)</li><li>- Change of address</li><li>- Change of PIN</li><li>- Manage Guest Access</li><li>- Oasis for Guests</li><li>- USCe.pay (student account review &amp; payment)</li></ul>
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### E. TOTALe (Blackboard)

TOTALe (also known as Blackboard) is the online learning portal through which many USC professors provide electronic copies of their course materials, including syllabi, readings, and handouts. Through TOTALe, you may participate in an online discussion or take a quiz with automatic grading and immediate feedback. You can access TOTALe at [totale.usc.edu](http://totale.usc.edu).

## VI. SCampus – USC Student Guidebook

SCampus is published by the Division of Student Affairs, Office of University Publications. It includes calendars, campus maps, new student information, student services, academic resources, student activities, safety resources, information on Los Angeles, university governance (i.e., conduct code, academic policies, university policies, facilities policies, etc.), and a telephone directory for departments on campus. The online version is available at [www.usc.edu/scampus](http://www.usc.edu/scampus).

## **VII. USC Catalogue**

The USC Catalogue is the document of authority for all students. The program requirements listed in the USC Catalogue supersede any information which may be contained in any bulletin of any school or department. You will want to keep the catalogue from the year that you officially enter the MPW program. This will be the catalogue by which you will be held to. If the MPW program makes changes to any requirements, you will have the choice of going by your catalogue year or the new catalogue, but not both. Please consult with the MPW program advisors if you have any questions about the catalogue.

## **VIII. Graduation**

The graduation ceremonies and events at The University of Southern California are the formal conclusion to your MPW degree. The university confers your Master of Professional Writing degree, acknowledging your participation in the academic community and your achievement. The graduation ceremony is held once a year, in May, for September, December, and May graduates.

# Chapter 3

## Academic Information

### I. Overview of the MPW Degree

The Master of Professional Writing (MPW) is an interdisciplinary program that offers classes in non-fiction, fiction, poetry, playwriting, and screen and television writing and prepares individuals for careers in writing in all genres.

The program emphasizes a multi-disciplinary approach to writing and focuses on theory, techniques, structures, disciplines, and markets. Each class is taught in an intimate workshop atmosphere (8-12 students), and classes meet in the late afternoon and evening hours for the convenience of working adults.

The MPW is a year-round program consisting of 30 units, 18 of which will be in your area of concentration. Part of these 18 units will include 3 units of MPW 900, Survey of Professional Writing, and 1-3 units of MPW 994, Final Project (thesis). The remaining 12 units are designated for electives; any MPW course that's outside of your area of concentration.

#### A. Program Requirements

- 30 total units, 18 units in your area of concentration & 12 elective units
- MPW 900 (3 units) and MPW 994 (1-3 units) are required
- A final project (thesis) is required

#### B. The Final Project (Thesis)

Under the direction of your thesis advisor, you will write a full-length work of publishable or production level quality. Depending on your concentration, you will either write a novel, a collection of poetry, a nonfiction book, a screenplay, or a full-length stage-play.

#### C. Terminal Degree

The MPW is a terminal degree (equivalent to an MFA), which means you are able to teach at the college or university level upon your graduation, should that be of interest to you. Usually such appointments are predicated on your having publications or professional productions to your credit.

## II. Registration

### A. How can I get information about MPW courses?

You can find MPW course descriptions on the MPW website as well as the USC catalogue (online and hardcopy). The MPW Advisors will also be able to give you more detailed information regarding the courses and faculty. (<http://www.usc.edu/dept/LAS/mpw/>)

### B. How do I navigate the registration process?

#### 1. Quick Links

These are useful links when registering. They can be found at the bottom of the main USC web page ([www.usc.edu](http://www.usc.edu)).

- [OASIS \(www.usc.edu/oasis\)](http://www.usc.edu/oasis)
- [Schedule of Classes \(www.usc.edu/academics/classes\)](http://www.usc.edu/academics/classes)
- [Web Registration \(www.usc.edu/webregistration\)](http://www.usc.edu/webregistration)

#### 2. Registration

The most important **REGISTRATION** deadline dates are found in the [Schedule of Classes](#). They include:

- **LAST DAY TO REGISTER** without late fee
- **LAST DAY TO DROP** without a W and receive 100% tuition refund
- **LAST DAY TO DROP** with a W

To view these dates, go to the [Schedule of Classes](#) online.

Other important dates can be found in [The University Academic Calendar](#).

- **Continuing Students** - Registration appointment times and permit to register information are available to continuing students to review online at [www.usc.edu/oasis](http://www.usc.edu/oasis). Select “Permit to Register” and follow the instructions. Students may register through Web Registration at [www.usc.edu/webregistration](http://www.usc.edu/webregistration). Dates for registration and all other important registration information can be found online in the Schedule of Classes at [www.usc.edu/academics/classes](http://www.usc.edu/academics/classes).

- **Newly Admitted** - Newly admitted students may obtain a registration appointment time and permit to register information at the Registration Building. Students may register through Web Registration at [www.usc.edu/webregistration](http://www.usc.edu/webregistration). Dates for registration and all other important registration information can be found online in the Schedule of Classes at [www.usc.edu/academics/classes](http://www.usc.edu/academics/classes).

### 3. Changes in Registration

#### **Add/Drop**

The drop/add period begins the day after registration and continues through the second week of the new semester. *Verify the exact date that the add/drop period ends by consulting the Registration Calendar online in the Schedule of Classes.* During this period, you may add or drop a class without penalty. It is important that you finalize your registration before the end of the add/drop period in order to receive any tuition refunds and to avoid a course withdrawal noted on your transcript. Check your registration status in OASIS before the end of the add/drop period to verify that your registration is correct and avoid charges for classes that you do not take.

## III. Final Project (Thesis)

MPW 994 is the last course that you will take. It must be taken during your final semester of MPW studies and your final project must be completed by the end of that semester. It is a one-on-one, independent study written under the direction of your thesis advisor. You will be expected to finish a full-length work of publishable or production level quality.

For fiction: A novel – 200 page minimum

For poetry: A collection of poetry – 60 page minimum

For nonfiction: A book – 200 page minimum

For screenplay: A screenplay - 120 page minimum

For playwright: A stage-play – 80 page minimum

#### **A. Final Project Advisement**

We will announce changes to the final project advisement process in the Spring 2007 semester.

## B. Final Project Procedure

The first week of your final semester you will need to do the following:

- Download the “Verification of Completion of the Requirements for the Master’s Degree” form from the Graduate School website at <http://www.usc.edu/dept/GRADSCHL/>. The form is under the “Current Students” tab. You will then click on “Download Forms”.
- Complete only the top section of the form. Place a check or an “X” in the box marked “Other” and indicate “MPW”. The major is “Professional Writing” and the post is 568. You are **not** required to attach a copy of your STARS report. Return the form to Natalie Kaylor in the MPW program office.

## C. Final Project Submittal Guidelines

- You will need to submit **one** copy of your final project. The manuscript should be double-spaced and clearly typed in a professional manner with one typeface (Courier font 12 pt. or the equivalent) and carefully proofread for any typographical errors. Make sure the thesis is properly page-numbered and collated. Professional format must be adhered (see MPW office for samples of acceptable stageplay, screenplay, and book formats).

**Books** (fiction, nonfiction, and poetry) must be submitted as soft, plastic coil bound copies. These services are available at the Kinko’s Center on the USC campus. Make sure to allow time for binding. You may elect to have your final project leather bound for your personal library, but this is not required by the MPW program office for your final project submission.

**Screenplays** and plays must be bound between card stock covers secured by brads.

- One bound manuscripts must be delivered by hand or by registered mail to the MPW office staff on or before the thesis submission due date. They may not be dropped off to a work-study student. Manuscripts will be returned unsigned if not submitted to the office in accordance with these procedures.

## D. Final Project Review Process

During your enrollment in MPW 994, your thesis advisor will evaluate your final project. After the advisor signs off on the Approval Page, the project is given a second reading by a program committee. When the committee approves the thesis, and the Program Director has also given approval, the Graduate School is notified that all departmental requirements have been met and your diploma can be issued. Receipt of the official diploma may take up to several months. In the event that your thesis is not approved, you will be notified regarding all necessary corrections that must be made.

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Master of Professional Writing – January 2007

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## **IV. Academic Regulations**

### **A. Grade Point Average Requirement**

A grade point average of at least 3.0 on all graduate work attempted at USC, whether or not all such units are applied toward the degree, is required.

### **B. Credit/No Credit**

You may choose to enroll in courses on a credit/no credit basis with departmental approval. Course work taken on a credit/no credit basis cannot be applied toward your graduate degree. Always consult with the MPW advisor before enrolling in any course on a credit/no credit basis.

### **C. A Grade of Incomplete (IN)**

An *Incomplete* can be assigned only if there is work not completed because of documented illness or some other emergency occurring after the 12<sup>th</sup> week of the semester. If a mark of IN is to be assigned as the student's grade, the instructor will specify to the student and to the department all work remaining to be done, the procedures for its completion, the grade in the course to date, and the weight to be assigned to the missing work when computing the final grade. A student must complete the IN by completing only that portion of the required work which was not finished as a result of the illness or emergency. Previously graded work may not be repeated for credit. It is not possible to complete an IN by re-registering for the course, even within the designated time. The Assignment of an Incomplete form may be pick-up by the faculty in the MPW office.

### **D. Time Limit for Degree Completion**

The time limit for completing a master's degree at USC is five years.

### **E. Continuous Enrollment**

Students are considered to be pursuing advanced degrees only when they are formally enrolled. Students admitted to a graduate degree objective are required to be enrolled at USC for fall and spring semesters each year until all degree requirements have been satisfactorily completed within the time limit. Graduate students who fail to register are no longer considered to be enrolled in a graduate degree program. After an unauthorized absence, formal readmission is required. Students who have been granted a leave of absence do not need to apply for readmission following the approved leave. Where appropriate to the design of a given academic program, the faculty of the program may obtain the permission of the University Committee on Curriculum for a different definition of continuous enrollment.

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

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MPW students who are writing a thesis and have completed all course work for the degree must enroll in MPW 994. Students have two semesters to complete the thesis. If a student has not completed the thesis after two semesters, they must enroll in one (1) unit of MPW 994 each fall, spring, and summer semesters until the thesis has been approved. A student must be enrolled the semester that they plan to graduate and have their degree posted. The degree will not be posted if a student is not enrolled that semester. Exceptions to continuous enrollment are subject to policies governing leaves of absence and readmission.

## **F. Leave of Absence**

Interruptions of enrollment can cause problems in the continuity of course work within a student's graduate program and, therefore, leaves of absence are generally discouraged.

A student in good standing and making satisfactory progress toward a degree who must interrupt studies for compelling reasons (e.g., approved study abroad, sustained ill health) may petition for a leave for a stated period, usually not to exceed one year. Students who find it necessary to be excused from registration must request a leave of absence by the last day to drop or add courses. A leave must be approved by the dean of the degree-conferring unit. During the period of leave a student is not entitled to assistance from the faculty or use of university facilities. If granted, the leave is recorded on the student's transcript and the period of leave is not counted in the time allowed for the completion of degree requirements. Within the degree time limit a maximum of four semesters may be allowed for leaves of absence. A student who does not return to enrolled status at the end of an approved period of leave is no longer considered to be pursuing an advanced degree. Students who fail to apply for a leave of absence or for whom a leave has been denied (or has expired) are subject to policies governing continuous enrollment and readmission.

Students who must completely withdraw from a program must notify their program office of their withdrawal from the program. Please contact the MPW advisors for more information or assistance.

## **G. Readmission**

A student who leaves the university without obtaining a formal leave of absence from graduate study is not automatically readmitted. A student wishing to apply for readmission to a graduate degree program must submit an Application for Readmission to the Graduate School by the first day of classes for the term in which resumption of graduate studies is sought. The recommendation of the department and the approval of the dean of the degree-conferring unit, based on the academic merits of the student's request, are required. If readmitted, the student will be subject to all of the current requirements for the degree in effect at the time of readmission. Individual exceptions require the approval of the dean of the degree-conferring unit.

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

# Chapter 4

## Financial Information

### I. Tuition and Fees

#### A. Calculating Tuition

Tuition for Master's degree students at USC is charged on a per-unit basis. You can find the tuition cost on the Schedule of Classes website at [www.usc.edu/academics/classes](http://www.usc.edu/academics/classes). Click on the pertinent semester and then scroll down and click on Tuition and Fees on the left side of the page. When budgeting the cost of your MLS degree, be aware that the per-unit rate usually slightly each year.

The MPW degree requires 30 units of graded credit. The number of units for which you are registered, determines your tuition charge for a semester. Multiply the total number of units you are taking by the cost of tuition (e.g., 3 x \$1,121 = \$3,363).

#### B. Expenses and Fees

There are several fees and expenses that you should be aware of when budgeting your education expenses. Some of these fees are mandatory and will appear on your fee bill. You can view your fee bill on Oasis at [www.usc.edu/oasis](http://www.usc.edu/oasis). These fees can be found on the Schedule of Classes website at [www.usc.edu/academics/classes](http://www.usc.edu/academics/classes) under Tuition and Fees. Any fines that you incur will also appear on your account.

##### 1. Tuition Refund Insurance

Elective insurance is available that provides full coverage for tuition and mandatory fees (excluding health insurance) for students who suffer serious illnesses or accidents that makes it necessary for them to leave the university before the semester is completed. You must accept or decline the insurance at the time you register. If you accept the insurance, a charge equal to .40 of 1 percent of your tuition and mandatory fees will be added to your student account. If you wish to change your choice after you have registered, contact the Cashier's Office for assistance. There is a deadline for changing your selection.

The Tuition Refund Plan is offered through a private insurance carrier, Dewars, Inc. Further information and applications brochures are available

from the Cashier's Office and Registration and Records. Information is also available online at [www.collegerefund.com/usc](http://www.collegerefund.com/usc).

## **2. Student Health Service Fee**

Services at the University Park Health Center are available to students who have paid the current semester student health fee. Fall or spring semester students, taking six or more units, are automatically assessed the health fee on their fee bill. Students taking fewer units may use the health center by paying the student health fee.

During the summer, health fee assessment is based on the number of weeks a student is in class and not on the number of units being taken. Continuing students from the spring semester, who are not taking summer classes, may use the health center by paying the summer health fee.

Although the student health fee covers most services rendered at the University Park Health Center, there may be nominal charges for lab tests, prescriptions, orthopedic appliances, copies of X-rays and copies of medical records.

For more information on eligibility and charges, you can go to the website at [http://www.usc.edu/student-affairs/Health\\_Center](http://www.usc.edu/student-affairs/Health_Center) or call the University Park Health Center's cashier at (213) 740-0238.

## **3. Student Health Insurance Fee**

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

### **New Waiver Requirements**

Enrollment will only be waived if documented proof of adequate health coverage, from another plan, is presented to the Student Health Insurance Office on your campus and it meets the following:

**The waiver must be submitted by the beginning of each semester. Due dates can be found on the Student Health Center website at [http://www.usc.edu/student-affairs/Health\\_Center/](http://www.usc.edu/student-affairs/Health_Center/)**

- Must provide at least \$500,000 in lifetime aggregate coverage (no per incident minimum)
- Must cover the student for the entire coverage period
- Must have effective dates covering the entire semester: (Spring 2007 — Jan. 8, 2007 to Aug. 19, 2007)
- Must pay for at least 80 percent of covered expenses (not just emergency care) in the Los Angeles area
- Must provide proof with your name on it (identification card or insurance policy)
- Must have a deductible of \$2,500 or less in the Los Angeles area (lower deductible may be advisable)
- The plan description must be provided in the English language and currency must be converted to U.S. dollars

For more information, call the Student Insurance Office at (213) 740-0551.

#### **4. Books**

Depending on the number of units you are taking, you should budget between \$100 and \$300 per semester for textbooks, readers, and course packets.

#### **5. Late Fees**

To avoid late fees, *you* must register and have *your* tuition, fees, housing, dining, and all other charges paid or deferred by the settlement deadline. If you fail to register and settle your account, you will be assessed late fees each week.

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.

Non-receipt of a bill does not relieve you of this settlement deadline. Using the Web Registration auto scheduler feature but failing to register for any courses before the tuition and fees payment deadline is not a valid reason to request a waiver of the late registration fee.

Students whose checks are returned unpaid by the bank or whose credit card authorizations are declined by the bank will be subject to the late fees described above until their accounts are paid in full.

## 6. Parking/Transportation

The Trojan Transportation website <http://transnet.usc.edu/> offers information on parking options and fees, ridesharing, tram and campus cruiser information and citations.

## II. Payment Options

**Student Financial Services** <http://www.usc.edu/dept/finserv/sfs/payopts.htm>

You should check your account on [USCe.pay](#) any time you make a change to your enrollment. In addition, we email monthly billing statements to all students who have outstanding balances or have activity on their student accounts during the month to their USC email addresses.

Although we accept payments from third parties, you are ultimately responsible for settling all debts to the university by the appropriate deadlines. Non-receipt of a bill does not relieve you of this obligation. If you need a statement showing your tuition and fees, you may request a Registration Confirmation or use [USCe.pay](#) to print an online statement.

### A. Payment in full

You will receive a fee bill from the cashier's office. You can pay using one of the following options:

1. [USCe.pay](http://www.usc.edu/dept/finserv/uscepav/index.htm) - <http://www.usc.edu/dept/finserv/uscepav/index.htm>

### 2. TIPS (by phone)

TIPS may be reached by dialing:

- Within Southern California: ( 213 ) 740 - 7471
- Outside Southern California: ( 800 ) 225 - 1222

### 3. Mail

#### **Student Account payments:**

If it is not an urgent matter that the Collections Department or Cashier's Office be immediately aware that your check has arrived, or, if you are making a normal payment, then you may send your payment to the following address, (this address may also be found on pre-addressed payment return envelopes provided by the University to all students).

**To mail normal, on-time payments:**  
(please do not send overnight payments to this address)

USC Cashier's Office  
File # 51158  
Los Angeles, California 90074-1158

**To mail a payment overnight, please send it to:**

USC Cashier's Office  
Hazel and Stanley Hall, Room 211  
851 Downey Way  
Los Angeles, California 90089-1052

**If you have already been dealing with the Collections Department**, and if your situation is such that the lifting of the hold depends on the Collections Department being immediately aware that your check has arrived, then please send the payment to:

USC University Collections  
851 Downey Way HSH 100  
Los Angeles, California 90089-1053

## **B. Tuition Payment Plan**

The USC Tuition Payment Plan allows settlement of a student account (one semester/term at a time), through a line of credit established with the USC Student Financial Services Office. You may use your USC Payment Plan account to pay for tuition, fees, university housing, meal plans, and other miscellaneous university charges in monthly installments for Fall and/or Spring terms only (Payment Plan is not offered for Summer term). Please go to the Student Financial Services website for details. <http://www.usc.edu/dept/finserv/sfs/payopts.htm>

Note: The Tuition Payment Plan is for tuition only. All non-tuition fees and fines must be paid in full when you receive your bill from the cashier's office.

## **C. Tuition Assistance Benefits**

The Tuition Assistance Benefits program provides USC tuition payments for eligible faculty and staff and their spouses or registered domestic partners and children. Tuition assistance is limited to tuition, and does not apply to any fees. Tuition assistance does not guarantee the student admission to the university. The prospective student must apply for university admission through the USC Admission Office. An employee must be employed by the university in a benefits-eligible

position on or before the first day of classes in the semester for which applications is made. See the Tuition Assistance Benefits Policy available online at [www.usc.edu/benefits](http://www.usc.edu/benefits) for complete information about eligibility and requirements. General information about the tax liability for certain types of tuition assistance is included in the policy. For additional information and the application forms for tuition assistance, contact the Benefits Office. You may also contact the MLS program office with any questions. **The tuition assistance benefits forms must be completed each semester.**



# Chapter 5: Student Resources

## I. USC ID Card

### A. Why Should I Get a USCard?

Your USCard is a must for all USC students and should be carried at all times while on campus. The card, which identifies you as a currently enrolled student, also entitles you to various other privileges and potential uses on and off campus. Your student ID entitles you to use the University Library System, the Lyon Center and other recreational facilities. It also provides you with check cashing privileges at the Cashier's Office and access to your USC TrojanHousing complex and computer centers located around campus.

A USCard is essential to you as a student at the University of Southern California and should be carried at all times while on campus. Once you open an account with the USCard Office, your ID becomes a debit card which allows you to purchase a variety of products and services the university offers.

The Card, which identifies you as a currently enrolled student, entitles you to the following privileges:

- **Purchasing Power** at over 40 Locations
- **Access** to your USC TrojanHousing
- **Access** to USC Computing Facilities
- **Use** of the University Library System
- **Use** of the Lyon Center and Other Recreational Facilities
- **Spirit Activity Card** – Entrance to Athletic Events
- **Student Discounts** at the Ticket Office and other locations
- **Check Cashing** at the Cashier's Office

### B. Where Do I Get a USCard?

Your card may be obtained from the USCard Customer Service Offices located in the **Commons Lobby** [http://www.usc.edu/bus-affairs/admin\\_serv/uscard\\_serv/](http://www.usc.edu/bus-affairs/admin_serv/uscard_serv/). You are required to get a student ID during your first semester at USC. Cards issued after a student's initial semester of enrollment are subject to a service fee. The USC ID card is valid for USC identification purposes only and may not be used for age verification.

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

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## II. Libraries

The following is a list of the libraries for the University of Southern California. For more information, contact individual libraries and their staff. For library locations see the appropriate campus map online. <http://www.usc.edu/libraries/locations/>

- ACCOUNTING Library
- APPLIED SOCIAL SCIENCES Library
- Helen Topping ARCHITECTURE & FINE ARTS Library
- BOECKMANN CENTER for Iberian & Latin American Studies
- Roy P. Crocker BUSINESS Library
- CINEMA-TELEVISION Library
- Jennifer Ann Wilson DENTAL Library & Learning Center
- Edward L. DOHENY JR. MEMORIAL Library
- EAST ASIAN Library
- GERONTOLOGY Library
- GRAND AVENUE Library
- Asa V. Call LAW Library
- Thomas and Dorothy LEAVEY Library
- Norris MEDICAL Library
- MUSIC Library
- Hoose Library of PHILOSOPHY
- SCIENCE & ENGINEERING Library
- SOCIAL WORK INFORMATION Center
- **SPECIALIZED LIBRARIES & ARCHIVAL COLLECTIONS**
- **UNIVERSITY ARCHIVES**
- VON KLEINSMID CENTER Library  
(See Applied Social Sciences Library)

## III. TrojanBookstores

The USC TrojanBookstores are an educational resource that provide students, faculty and staff members with a variety of products and services, including general interest books and textbooks, special orders, gift items and computer equipment.

You can also shop the TrojanBookstores via catalogue or online. To order items, go to [www.uscbookstore.com](http://www.uscbookstore.com). Call (800) 447-8620 to obtain catalogue or place a phone order.

## IV. Information Technology Services

### A. Getting Started for Students

As a new student at USC, you will want to use email and Internet services. USC Information Technology Services (ITS) provides these essential resources and helps you use them. To learn more, go to [the ITS home page](#), email [consult@usc.edu](mailto:consult@usc.edu), or call the Customer Support Center at (213) 740-5555.

### B. Core Services

Students at USC receive access to the following information services, among others:

- Email and antivirus software
- Internet connection
- Personal web page space
- High-speed wireless network
- High-speed public computers

### C. Your USC Computer Account

You will be able to activate your USC computer account only after you have registered for classes or completed orientation. For instructions, visit [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin), email [consult@usc.edu](mailto:consult@usc.edu), or call (213) 740-5555.

If you do not have access to a personal computer, visit one of [USC's public computing centers](#) and present your USCard at the service desk. You will be directed to one of the center's computers; go to [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin) and follow the instructions.

### D. Internet Connection

For more information about different ways of connecting to the USC network, go to [www.usc.edu/connect](http://www.usc.edu/connect).

### E. Wireless Network

USC students are able to use USC's high-speed, wireless technology. Most outdoor common areas, libraries, auditoria and eateries, including the University Village Food Court, have been configured for wireless Internet access. New locations are being added continuously. For information about the USC wireless network and the most up-to-date wireless locations on both the University Park and Health Sciences campuses, call (213) 740-5555 or visit [www.usc.edu/wireless](http://www.usc.edu/wireless).

## **F. Email**

You can use your USC account to send, receive and store email. To find out the types of email clients USC supports and instructions on using them, go to [www.usc.edu/email](http://www.usc.edu/email) or call (213) 740-5555.

**USC Email Retention Policy** - All email that is older than 180 days (six months) will be deleted automatically and permanently from ITS servers. For instructions on how to archive your email, please visit [www.usc.edu/emailbackup](http://www.usc.edu/emailbackup). If you would like to speak to an ITS staff member about moving and managing your email, please e-mail [consult@usc.edu](mailto:consult@usc.edu) or call (213) 740-5555.

## **G. Personal Web Pages**

Students receive storage space on a USC server and the option to create and publish a personal page on the web. For more information, go to <http://www.usc.edu/its/web> or call (213) 740-5555.

## **H. Software**

ITS offers a wide range of software available for free download, for purchase, and for use in USC public computing centers. To learn more, go to <http://software.usc.edu> or call (213) 740-5555.

## **I. Computing Centers**

USC provides access to nearly 1,000 networked machines on campus, all of which feature high-speed Internet connections and many popular software applications. All services are free, except for printing. You will find machines in the following computing centers:

- Leavey Library's Information Commons (Lower Level and Second Floor)
- Waite Phillips Hall of Education (WPH B34)
- King Olympic Hall (KOH 206)
- Henry Salvatori Computer Science Center (SAL 125)

For updated hours and locations, go to [www.usc.edu/pcc](http://www.usc.edu/pcc) or call (213) 740-5555.

In addition, many academic units run their own computer labs. Check with academic departments for details.

## **J. Journal Storage (JSTOR)**

USC faculty may direct students to journal articles posted on JSTOR. JSTOR is a not-for-profit organization with a dual mission to create and maintain a trusted archive of important scholarly journals, and to provide access to these journals as widely as possible. JSTOR offers researchers the ability to retrieve high-resolution, scanned images of journal issues and pages as they were originally designed, printed, and illustrated. The journals archived in JSTOR span many disciplines. You can access JSTOR at <http://dotsx.usc.edu/repository/read/book/89>.

## **K. Customer Support Center**

For help with computer applications, connectivity and software, email [consult@usc.edu](mailto:consult@usc.edu) or contact the consultants at the ITS Customer Support Center at (213) 740-5555.

## **L. 24/7 Help**

Research and computing assistance is available 24 hours a day during the academic year (except Saturday midnight-Sunday 9 a.m.) in the Leavey Library Information Commons that is located on the lower level.

## **M. Documentation and User Guides**

ITS offers online computing documentation on a variety of topics at [www.usc.edu/its](http://www.usc.edu/its). Printed guides are also available in all public computing centers and libraries.

# **IV. The Graduate and Professional Student Senate (GPSS)**

The Graduate and Professional Student Senate is the official voice of the graduate and professional student body. Elected officers, senators (department/school representatives), and special interest committees tackle issues specific to graduate and professional students and provide venues for interaction beyond the academic realm. They provide advocacy, social, academic, and community service events, and funding for student groups throughout the year. <http://www.usc.edu/org/gpss/>

### **Graduate and Professional Student Senate**

3601 Trousdale Parkway  
Student Union Building (STU), Room 106  
Los Angeles, CA 90089-4896  
Tel: (213) 740-5649  
Fax: (213) 740-9381  
E-mail: [gpss@usc.edu](mailto:gpss@usc.edu)

USC College Office of Advanced and Professional Programs  
Master of Professional Writing – January 2007

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## V. The Graduate School

The MLS degree is granted by the Graduate School. Graduate and professional education at the University of Southern California prepares students for leadership in research, teaching, the application of knowledge and professional practice. Excellence in graduate and professional education is critically dependent on the interaction of faculty members and students. The values that characterize these interactions include dedication to excellence, mutual respect, fairness, collegiality, honesty and integrity. The following guidelines concerning faculty and student objectives flow from the core academic values.

The Graduate School website (<http://www.usc.edu/dept/GRADSCHL/index.html>) is where you can find faculty and student objectives, petitions, graduate reports, projects, and contact information.