

USC Annenberg 2018-2019 Graduate Student Handbook



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Dean's Welcome



A Message from Dean Willow Bay

On behalf of our faculty, staff and students I am pleased to welcome you to the USC Annenberg School for Communication and Journalism. You have chosen to pursue one of our graduate fields of study at a time of drastic change and vast opportunity in the fields of media and communication. As you begin this new and exciting journey, you will join a community of scholars who have demonstrated outstanding achievement, diverse intellectual interests and immense promise.

At USC Annenberg we are constantly striving to navigate rapid changes in communication, journalism and public relations with an emphasis on scholarly discipline and professional rigor. The excellence and energy of our faculty, our world-class facilities and our technological capabilities are second to none. So are our connections with our industries of practice. You are now a part of this great tradition.

As a graduate student at USC Annenberg, you have the opportunity to learn from and work with a faculty comprised of industry leaders in both scholarship and practice. Their expertise and enthusiasm will challenge and energize you while preparing you to become an innovative change maker in your chosen field of study. I invite you to learn more about our faculty's research, teaching interests and professional achievements on our social media platforms: Twitter, Facebook and Instagram (@USCAnnenberg) and to visit our events page frequently to stay informed about our many program offerings.

At USC Annenberg, you will have unique access to a vast network of alumni and industry partner relationships that are leveraged by our Student Services team. This is the hallmark of what we call the Annenberg Advantage, a skilled team working diligently to create new connections for our students through immersive experiential learning opportunities.

My hope is that you will take advantage of the various opportunities that Annenberg has to offer as you join a diverse, vibrant student body at a school committed to creating an inclusive environment that supports the growth of all of our students. It is because of the breadth of perspectives and backgrounds among our faculty, staff and students that we excel both academically and professionally.

I look forward to supporting your success along with our administrative colleagues and faculty, and anticipate the pivotal role that you will play in the Annenberg community.

Sincerely,

A handwritten signature in black ink that reads "Willow Bay". The signature is fluid and cursive, with the first name "Willow" written in a larger, more prominent script than the last name "Bay".

Willow Bay
Dean, USC Annenberg School for Communication and Journalism

Annenberg Graduate Advisement & Academic Services

Schools of Communication and Journalism

Adrienne Capirchio azc@usc.edu (213.821.4164)

Academic support for the Communication Management and Global Communication programs

For the Communication Management program, responsibilities include registration and d-clearances for classes, processing CMGT 590 Directed Research contracts and CMGT 591 Internship requests, managing the add/drop procedure, processing the cognate course approvals, administering all Graduate School on-line petitions (including transfer units), guiding the conditional status process, managing the degree requirement exceptions and the leave of absence process. Oversee Orientation for the Communication Management program. Serve as liaison to the Registrar's Office and the Degree Progress Office for processing degree checks and resolving student issues for the program.

Vanessa Chiu chiuva@usc.edu (213.740.0900)

Academic support for the Digital Social Media & Public Diplomacy

For the programs listed, responsibilities include registration and d-clearances for classes, administering the COMM/JOUR 590 Directed Research contracts and the CMGT 591 Internship process, managing the add/drop procedure, administering all Graduate School on-line petitions (including transfer units), guiding the conditional status process, managing the degree requirement exceptions and the leave of absence process. Oversee the Orientations for the programs listed above. Serve as liaison to the Registrar's Office, the Degree Progress Office and the Graduate School for processing degree checks and resolving student issues.

Michael Ploszek mploszek@usc.edu (213.740.0887)

Academic support for the Journalism, Specialized Journalism and Strategic Public Relations programs

For the programs listed, responsibilities include registration and d-clearances for classes, administering the JOUR 590 Directed Research contracts, managing the add/drop procedure, administering all Graduate School on-line petitions (including transfer units), guiding the conditional status process, managing the degree requirement exceptions and the leave of absence process, and allocate assignments for the JOUR Readers. Oversee the Orientations for the programs listed above. Serve as liaison to the Registrar's Office, the Degree Progress Office and the Graduate School for processing degree checks, resolving student issues and administering the Thesis process.

Donna McHugh dmchugh@usc.edu (213.740.0817)

Student Services Administrator

Responsibilities include department coordinator for Annenberg School's grades and evaluations

Registration for Students in the Annenberg Master's Programs

Your academic advisor will e-mail you information and instructions pertaining to course selections for the fall semester. All graduate classes at Annenberg require departmental clearance. Once your clearance has been granted, your academic advisor will notify you which classes have been approved.

After you have received d-clearances for your fall classes, you will be able to register any time after your assigned registration date and time, which you obtain through Web Registration: <https://webreg.usc.edu/Login>

For help with registration, please follow the registration tutorial: <http://arr.usc.edu/services/registration/webregistration.html>.

Since International students are not able to register until they arrive at USC and have their passport verified their confirmed classes will be reserved.

You can access your registration confirmation through MyUSC <https://myusc.edu/>.

Be sure to keep your confirmation. Among other things, a confirmation can smooth the way for library services.



To Avoid Holds Preventing You from Registering

1. As part of your admission application, you should have submitted an official copy of your transcript conferring your Bachelor's degree. If your final transcript was not submitted, you can have the school send the official transcript directly to the Registrar One Stop Center: <http://arr.usc.edu/services/degree-progress/verification.html>

Failure to submit your final transcript showing your degree conferred before the end of your first semester will prevent you from registering for future semesters.

Students who received their Bachelor's degree from an international institution must have their degree verified through the International Education Research Foundation: <http://www.ierf.org/uni-evaluation/usc/>.

2. Make sure you are in compliance with the **mandatory MMR immunization**. If you have not been previously cleared by the Student Health Center, you will be required to show proof of immunity before registration is permitted. Proof may be faxed to the Health Center Immunization Office at 213-740-9929 or emailed to eshcimmu@usc.edu. A photocopy of your medical record showing proof of having had the vaccination or proof of Measles and Mumps immunity must be sent or taken to the Student Health Center. Please do not forget to include your USC I.D. number and full name on the form.
3. International students must also show proof of **Tuberculosis screening**. Students must complete the screening in the United States or Canada within six months prior to enrollment. The University Park Student Health Center will offer the screening during Orientation.

Schedule of Classes

The Schedule of Classes lists the courses offered each semester, estimated tuition and fees, and lists important dates i.e., last day to withdraw from a class and receive a refund. The Schedule of Classes is located on the Web site at <http://www.usc.edu/soc>. **The Schedule of Classes does not accurately show the number of students that have been given permission to take the class. It only shows the number of students that have registered for the class.**

OASIS

OASIS, USC's Online Academic Student Information System, allows students to access part of their student records online. Records that may be accessed include: registered course list, enrollment verification, permit to register, completed course summary, grade report, current billing balance, financial aid document status, financial aid summary, and STARS report. You can login to OASIS through MyUSC: <https://myusc.edu/>. You are responsible for checking your student records on OASIS.

In order to avoid financial penalties, you will need to register and pay for your courses by 5:00 p.m. on the Friday before classes begin. Add/drop deadlines are detailed in the Schedule of Classes and Registration Instructions.

REGISTRATION INSTRUCTIONS:

Registration is the final step a student takes before attending classes. Before enrolling in classes, students should:

- Clear all holds and restrictions (viewable on MyUSC and on OASIS).
- Meet with an academic advisor.
- Take any necessary placement tests.
- Check for their registration appointment time on myUSC, Web Registration or on OASIS by clicking on Permit to Register.
- Select the courses to register on Web Registration (also accessible on MyUSC).
- Obtain D-clearance and waivers required for any course on your schedule by contacting the department offering the course.

There is a web registration tutorial available that will walk you through the process of registration including adding classes, dropping classes and changing the grade option for a course: <http://arr.usc.edu/services/registration/webregistration.html>

(NOTE; Graduate students cannot opt to change a letter grade for a graduate class to Pass/No Pass)

Students should obtain approval from the professor before adding a class after the first week of classes. In addition, an instructor may replace any student who, without prior consent, does not attend:

- The first two class sessions; or
- The first class session of the semester for once-a-week classes.

USC Academic Units



The Dana and David Dornsife College of Letters, Arts and Sciences

The Dana and David Dornsife College of Letters, Arts and Sciences offers undergraduate, graduate and doctoral degrees in over 30 academic departments. These range from natural sciences and social sciences, to civic and cultural studies, to international and language studies.

The Graduate School

The USC Graduate School is responsible for the academic and professional affairs of the University which relate to the degree programs offered through the Graduate School. The Graduate School also

participates in general university affairs relating to graduate and professional education and research.

Professional Schools

USC's 17 professional schools provide a diverse array of academic offerings to USC students. Undergraduates can design degrees from 150 majors and 150 minors. Master's, doctoral and professional students can study in over 300 different programs.

- Dornsife College of Letters, Arts & Sciences
- Leventhal School of Accounting
- School of Architecture
- Marshall School of Business
- School of Cinematic Arts
- **Annenberg School for Communication and Journalism**
- Herman Ostrow School of Dentistry
- Rossier School of Education
- Viterbi School of Engineering
- Roski School of Fine Arts
- Kaufman School of Dance
- Davis School of Gerontology
- Gould School of Law
- Keck School of Medicine
- Thornton School of Music
- Occupational Science & Occupational Therapy
- Division of Biokinesiology & Physical Therapy
- School of Pharmacy
- Price School of Public Policy
- School of Social Work
- School of Dramatic Arts

Annenberg School for Communication and Journalism

The Annenberg School for Communication at the University of Southern California was founded in 1971 with generous support from Ambassador Walter H. Annenberg. In 1994, two of USC's related academic departments – Communication Arts & Sciences and Journalism – merged with the Annenberg School, creating two distinct academic units within USC Annenberg: the School of Communication and the School of Journalism creating the Annenberg School for Communication and Journalism.

Today, with more than 80 full-time faculty members, more than 2,100 undergraduate and graduate students, and dozens of research and public interest projects and programs, USC Annenberg has become a center for discussion among scholars and professionals in journalism, communication, public policy, media and education.

Annenberg Centers, Projects and Programs

- Annenberg Networks Network
- Annenberg Research Network on International Communication
- Center on Communication Leadership & Policy
- Center for Health Journalism
- Civic Paths
- Institute for Justice and Journalism
- Institute for Diversity and Empowerment at Annenberg(IDEA)
- Media, Economics and Entrepreneurship (M{2E})
- Metamorphosis
- Norman Lear Center
- Center for Public Relations
- Annenberg Innovation Lab
- USC Annenberg Institute of Sports, Media and Society
- USC Center on Public Diplomacy
- USC U.S-China Institute
- Center for the Digital Future
- Center for Third Space Thinking
- Knight Digital Media Center
- Media, Diversity & Social Change Initiative



Every human advancement or reversal can be understood through communication. The right to free communication carries with it the responsibility to respect the dignity of others, and this must be recognized as irreversible. Educating students to communicate this message effectively and to be of service to all people is the enduring mission of this school.

~ Walter H. Annenberg, March 4, 1971

USC Policies & Procedures

Class Attendance

Please be sure to attend the first class meetings of your Annenberg classes or the instructors can drop you from their class. The Annenberg School for Communication and Journalism adheres to the university policy, which states that “an instructor may replace any student who, without prior consent, does not attend the first two class sessions of the semester, or the first class session for once-a-week classes. It is then the student’s responsibility to withdraw officially from the course through the Registration Department”.

Grading

Graduate students must maintain a minimum 3.0 cumulative grade point average to graduate from the university. Students who fall below a 3.0 GPA will be placed on academic probation.

Conditions for Removing a Grade of Incomplete:

If an “IN” is assigned as the student’s grade, the instructor will fill out the Incomplete Completion form which will specify to the student and the department the 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 work remaining to be done when computing the final grade. A student may have the “IN” removed by completing only the portion of required work not finished as a result of documented illness or emergency occurring after the 12th week of the semester. Previously graded work may not be repeated for credit. It is not possible to remove an “IN” by re-registering for the course, even within the designated time.

Time Limit for Removal of an Incomplete:

One calendar year is allowed to remove an “IN”. If the “IN” is not removed within the designated time, the course is considered “lapsed”, the grade is changed to an “IX” and it will be calculated into the grade point average as “0” points. Courses offered on a credit/no credit basis will be lapsed with a mark of “NC” and will not be calculated into the grade point average.

Extension of Time for Completion of an Incomplete

Completing the IN within the one-year period should be the student's highest priority. A student may petition the Committee on Academic Policies and Procedures (CAPP) for an extension of time for the completion of an IN. Extensions beyond the specified time limit are rarely approved if the student has enrolled in subsequent semesters.

In all cases, a petition for an extension of time for completion of an IN must have departmental approval and include a statement from the instructor explaining what is needed to complete the course and why the instructor feels the student should be given even further time for completion.

Missing Grade (MG)

Marks of “MG” must be removed before a degree or certificate will be awarded. If a student wishes to graduate and chooses not to resolve the mark(s) of “MG”, the mark(s) will be defaulted to mark(s) of “UW”.

Time Limit for Resolution of a Missing Grade:

One calendar year is allowed to remove an “MG”. If an “MG” is not removed within one year, the grade is changed to “UW” and it will be calculated into the grade point average as “0” grade points.

Courses offered on a Credit/No Credit basis for which an MG was not resolved within one year will be changed to a mark of NC and will not be calculated into the grade point average.

Correction of Grades

A grade once reported to the Office of Academic Records and Registrar may not be changed except by request of the faculty member to the Committee on Academic Policies and Procedures on a Correction of Grade form. Changes should be requested only on the basis of an actual error in assigning the original grade, not on the basis of a request by the student or special consideration for an individual student. Students are not permitted to complete course work after the semester has ended.

Disputing a Grade

The instructor's evaluation of the performance of each individual student is the final basis for assigning grades. Through orderly appeal procedures, students have protection against prejudiced or capricious academic evaluation. See <https://policy.usc.edu/student/scampus/> for details of the procedure. For courses within Annenberg please refer to the grade dispute policy here: <https://annenberg.usc.edu/sites/default/files/Disputing%20an%20Annenberg%20Grade.pdf>

Academic Integrity Process

Beginning with the fall 2017 semester, USC has implemented a policy where individual academic units will address academic integrity violations for graduate students. This process is intended to provide Schools a path to adjudicate cases of academic dishonesty within their discipline, to be responsive to the nuances of their particular field, and to encourage local accountability of academic integrity within specific disciplines. Schools are encouraged to examine themes and patterns of academic violations within their disciplines and employ preventative measures to reduce cases of academic dishonesty. For more information please refer to Annenberg's Academic Integrity Process:

https://annenberg.usc.edu/sites/default/files/2017/08/30/Annenberg_School_Graduate_Academic_Integrity_Policy_2017_2018_08_30_17.pdf

University of Southern California's academic programs are based upon profoundly important themes of trust, honor and responsibility, for and between all students, faculty and administration. In alignment with the trust and honor necessary to support our community, it is expected that all members will embrace the responsibility to uphold the standards articulated in the Student Code of Conduct, found in SCampus, Part B.

Students also have significant responsibilities under the Student Code of Conduct. All students accept individual responsibility for creating and maintaining personal and academic environments in which integrity, honesty, and ethical behavior flourish. Students agree to abide by and accept the responsibility of understanding and upholding the provisions of the Code.

Family Educational Rights and Privacy Act (FERPA)

The University of Southern California maintains the privacy of student education records and allows students the right to inspect their education records as stated in the university's Student Education Records policy, consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The entire text of the university's policy is located in the Office of the General Counsel and in the Office of the Vice President for Student Affairs. A summary also appears in the current edition of the student guidebook, *SCampus*.

Students have three primary rights under FERPA. They have the rights to: inspect and review their education records; have some control over the disclosure of information from their education record; and seek to amend their education records, under certain circumstances

For further information on FERPA please refer to their website: <http://arr.usc.edu/records/ferpa/students.html>

Policy on Accommodations for Students with Disabilities

The University of Southern California is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the University will continue to provide reasonable accommodation for academically qualified students with disabilities so that they can participate fully in the university's educational programs and activities. Although USC is not required by law to change the "fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students," the University will provide reasonable academic accommodation. It is the specific responsibility of the university administration and all faculty serving in a teaching capacity to ensure the university's compliance with this policy.

Procedures for Obtaining Accommodations

The office of Disability Services and Programs (DSP) engages in an interactive review process to determine reasonable accommodations for each student, factoring in the student's request, the nature of the student's disability, the supporting documentation, and the fundamental requirements of courses, programs of study, and the University. Accommodations may not fundamentally alter the nature or requirements of a course or program, or institutional requirements for admission, academic standing/progress, or graduation. Accommodations are designed to provide equal access to the academic environment for students with disabilities. A request for accommodations does not guarantee approval; however students are welcome to provide updates to their files and accommodation requests at any time. To register with DSP please use the following link: <https://dsp.usc.edu/register/>



Students with disabilities are encouraged to contact Disability Services and Programs (DSP) prior to or during the first week of class attendance or as early in the semester as possible.

For assistance in how to provide reasonable accommodations for a particular disability, course instructors are encouraged to consult with the staff at DSP. Students requesting academic accommodations must have verification of disability. Contact information for Disability Services is <https://dsp.usc.edu/contact/>

SCampus

SCampus outlines the rights and responsibilities of students as members of an academic community to adhere to certain policies and procedures in order to maintain an optimal learning environment. These policies include but are not limited to student conduct, administrative procedures, student faculty relations, and freedom of expression. Violation of these rights and the processes through which these rights can be addressed can be found in the Student Grievance Procedure section of *SCampus*, a guidebook for USC students available online at <https://policy.usc.edu/student/scampus/>

The USC Catalogue

The USC Catalogue is the document of authority for all students. The degree requirements listed in the USC Catalogue supersede any information which may be contained in any bulletin of any school or department. The University reserves the right to change its policies, rules, regulations and course offerings at any time.

The link to the USC Catalogue is: <http://catalogue.usc.edu/> **Students are expected to be familiar with university policies and to monitor their own academic progress. They should keep all records of official grades earned, degree requirements met, transfer credits accepted and actions taken on requests for substitutions or exceptions to university policies and regulations. ~ Excerpted from the USC Catalogue**

Transcripts

Students may obtain both official and unofficial transcripts in person at the Registration Building, or online at <http://arr.usc.edu/services/transcripts/generalinfo.html>

Services for International Students

The Office of International Services (OIS) supports international students and scholars as they strive to achieve their educational, professional, and personal objectives. OIS is a resource center that provides advising, information, and opportunities for involvement to help members of the USC international community make the most of their USC experience. Recognizing the many benefits of international educational exchange, OIS advocates for these benefits on campus, locally and nationally.

OIS provides international students with information such as news and events, living in L.A. and U.S. Employment. You can find a host of services pertaining to maintaining visa status, reduced course load, leave of absence and program extension on the OIS website: <https://ois.usc.edu/students/>

For forms relating to Curricular Practical Training and Optional Practical Training they can be found at <https://ois.usc.edu/ois-forms/f-1-forms/>

Campus Resources, Activities & Organizations

Financial Aid ~ Graduate and Professional Students

WEB SITE: <https://financialaid.usc.edu/graduates/admitted/students.html>

Financial support for graduate study at USC is available from many sources. Academic departments and professional schools may be able to offer fellowship and graduate assistantship opportunities. In support of the university's commitment to diversity, fellowships are set aside for minority students from groups now under-represented in doctoral study. The USC Financial Aid Office administers federal and state financial aid programs for domestic students. 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. To understand how financial aid works and what you may be eligible for, download the Investing in Graduate Education brochure at:
<https://financialaid.usc.edu/docs/GradInvesting.pdf>

Application Procedures for Federal Financial Aid

Domestic Master students can apply for the Federal Stafford Loan program by submitting a *Free Application for Federal Student Aid* <https://fafsa.gov/> and an *Enrollment and Housing* form to the USC Financial Aid Office.

Federal Loans

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

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) master students with high financial need who meet all application deadlines are considered for this program.

Scholarship Information (*other than Annenberg*)

The Doheny Library Reference Center at 213-740-4039 can guide you to the *Stanford University Awards Database*, one of the largest collections of scholarship and fellowship information and sources available. The database lists university-specific funds, foundations, government programs, and other funding sources for undergraduate and graduate students.

Below is a link to federal resources, scholarships and G.I. benefits.
<https://financialaid.usc.edu/graduates/admitted/tips-resources.html>

Libraries, Entertainment, Clubs and Organizations



Doheny Library Doheny Library is located at 3550 Trousdale Parkway directly across from Bovard Auditorium and Tommy Trojan. For information on hours and services visit <https://libraries.usc.edu/locations/doheny-memorial-library>

Leavey Library Leavey Library is located at 651 West 35th Street adjacent to Starbucks at Trojan Grounds. Leavey provides state of the art learning and the latest in technological services. For information on hours and services visit <https://libraries.usc.edu/locations/leavey-library>

Lyon Center The Lyon Center is a state-of-the-art gymnasium open to all USC students. Intramural sports are organized there. Other features include a weight-training room, aerobic classes, cardiovascular exercise machines, racquetball and basketball courts, and swimming pools. Please contact the Lyon Center at 213-740-5127 for further information.

USC Village Fitness Center The new fitness center located in the heart of the Village is a 30,000 square foot facility housing cardio equipment, weight and functional training along with group exercise classes personal training and private yoga and Pilates classes. For more information:

<https://sait.usc.edu/recsports/facilities/usc-village-fitness-center/>

Entertainment Be sure to check the university newspaper, *The Daily Trojan*, and kiosks around campus for announcements of upcoming events such as School of Dramatic Arts and Thornton School of Music productions, exhibits at the Roski School of Fine Arts, and athletic events. The Sunday *Calendar* section of the *Los Angeles Times* contains extensive listings of special events, film and theatre programs, and other entertainment announcements for the Los Angeles area.

Clubs and Organizations

The Graduate Student Government (GSG) is a student run organization that is responsible for enhancing the student experience at the graduate level. It provides a voice for the student body and informs students of their rights, resources, and opportunities available to master's and doctoral students. For more information, please call 213-740-5649 or visit the web site at <http://gsg.usc.edu/>

AGSR The Annenberg Graduate Student Representatives objective is to help build relationships across the school and university. To join click on this link: <https://www.facebook.com/groups/USCAnnenbergGradStudents/about/>

USC Annenberg Media USC Annenberg Media covers all things USC. In addition to the university happenings, Annenberg Media contains the latest news in sports, South LA, international news, pop culture, Dímelos (stories born out the Latino/Latinx community surrounding USC) and science. To see the latest visit: <http://www.uscannenbergmedia.com/US>

Annenberg TV News (ATVN) Annenberg TV News is a live nightly newscast that airs at 6pm Monday through Thursday and is produced entirely by USC students. Graduate students may participate in ATVN through the required Media Center shift (during the fall semester) as well as

on a volunteer basis throughout the year as anchors, reporters or multimedia journalists. To learn more, go to www.atvn.org. If you have questions, please email atvn@usc.edu.

Society of Public Diplomats (formerly known as the Association of Public Diplomacy Scholars) Founded in 2006 at the University of Southern California, SPD is the first student-run organization in the United States in the field of public diplomacy. SPD promotes the field of public diplomacy as a practice and study and provides a forum for dialogue and interaction among practitioners of related fields in pursuit of professional development. Membership is open to any undergraduate, graduate and professional student at USC interested in the field of public diplomacy. For more information, follow them on Twitter: https://twitter.com/USC_APDS

Daily Trojan Become a part of USC's award-winning student newspaper. The Daily Trojan hires student writers, photographers, artists and editors each semester. All majors are welcome to apply. For more information, contact 213-740-5667 or editor@dailytrojan.com, or visit <http://dailytrojan.com/>

IABCLA The International Association of Business Communicators Los Angeles (IABCLA) is part of a global network with thousands of members from around the world, representing many of the Global Fortune 500 companies. IABCLA has approximately 14,000 members whose goal is committed to professional development and a desire to build a strong diverse and experienced group of communicators. To learn more about joining contact la-membership@iabc.com.

KXSC Student Radio KXSC Founded in 1975, KXSC Radio (formerly KSCR) is the 100% student-run radio station of the University of Southern California; we are volunteer, non-profit, donation funded and we provide the USC community with original radio programming 24 hours a day. We provide students with hands-on broadcast experience, support emerging artists, promote Los Angeles culture, and document USC events. For more information: <http://kxsc.org/>

Lambda Pi Eta (USC LPH) is an official honor society of the National Communication Association (NCA) and has over 400 active chapters at four-year colleges and universities worldwide. LPH provides its members with academic tools and resources to assist them in their potential careers as journalists and communicators. For more information, visit <http://usclph.wixsite.com/deltalambda>

PRSSA The Public Relations Student Society of America (PRSSA) is designed to help foster advantageous relationships between Trojans and professional PR practitioners. Events include topics such as sports, entertainment, non-profit and travel. For more information, e-mail prssaatusc@gmail.com or visit [http:// www.uscprssa.org](http://www.uscprssa.org).

RTNDA The Radio and Television News Directors Association is the leading national organization dedicated to broadcast journalism. USC's student chapter hosts events that help broadcast students learn more about internships and career opportunities and network with professionals in the field. Contact rtnda@usc.edu for more information.

Tri-Sight Communications TriSight Communications is a public relations firm staffed entirely by students from USC. TriSight Communications was founded in 2003 and works exclusively with non-profit and small business clients. Visit <http://trisight.org> for more information.

Getting Started at Annenberg

Where to Live

The demand for graduate housing is much greater than the number of available spaces. Therefore, students are encouraged to apply for university housing as soon as possible to reserve a space. Approximately 1,600 graduate housing spaces accommodate your need for more privacy while providing a great way for you to get involved with campus life.

University housing puts you closer to libraries and laboratories, as well as USC social and cultural activities. USC apartments are fully furnished and most include kitchens. All buildings have laundry facilities and are within walking distance of campus. Cable TV (including HD channels), and Ethernet and wireless Internet access are provided in all university residences. Free university bus and Campus Cruiser services are available, and parking is provided in most buildings for an additional fee. All buildings include computerized entry monitoring.



Housing options include single-occupancy studio and one-bedroom apartments for students who want to live and study on their own; one- and two-bedroom shared apartments to accommodate roommates; or one- and two-bedroom apartments for married couples and families. Spaces are very limited, so apply early! To apply please use this link:

<http://housing.usc.edu/GradPortal/Default.aspx?Params=L9ezxPcOnQvPF6HX%2bWhPkBmML5oXCncBC2XI1KkHraw%3d>

For more information on living at USC, please refer to the brochure:

<https://housing.usc.edu/index.php/publication/living-at-usc-for-upperclassmen-and-graduates-2018-2019/>

To contact USC Housing: housing@usc.edu

How to Get Around

Parking The campus has seven entrance gates staffed by parking attendants. Parking permits are available in the Parking Operations office located in the, McCarthy Way Parking Structure, first floor. Call 213-740-3575 or visit the web site at <http://transnet.usc.edu/index.php/how-to-purchase-a-permit-2/>

USC Ridesharing For ridesharing information, how to find a carpool partner, please visit the website <https://www.zimride.com/usc> Aside from the convenience, there are significant benefits in ridesharing, including reduced fees for parking, saving on time and gas and reducing pollution.

LA DOT The Los Angeles Department of Transportation offers bus services through their DASH, Commuter Express, and CityRide programs.

LA DOT also coordinates the closure of city streets for special events, and representatives work closely with USC Transportation to plan the safe ingress and egress of 90,000+ USC football fans during home football games at the LA Memorial Coliseum.

For more information on any of LA DOT's programs, routes, schedules, or services:

<http://transnet.usc.edu/index.php/la-dot/>

Banking on and around campus

USC Federal Credit Union

The USC Credit Union offers free banking services to USC students. They are located in the Ronald Tutor Campus Center. For more information visit their website:

<https://www.usccreditunion.org/product-landing/student-banking-services/>

For other banking options Bank of America, Chase and Wells Fargo also have ATM branches on or near campus:

Bank of America

Campus Center on Trousdale (TCC)

Jefferson & Vermont (on campus)

Figueroa & 30th

Chase

ATM: Jefferson & Figueroa

Wells Fargo

ATM: Figueroa & 28th

USCard (Student I.D. Card)

Getting Your ID

A USC ID card should be carried at all times while on campus. Your USCard entitles you to various privileges & potential uses on & off campus. To order your USCard, go to

<http://mycard.usc.edu/students/>

Post Office

There is postal service at the Mail Stop located in the McCarthy Parking Structure. . You may rent a mailbox and transact postal business there.

Internal Communication

E-Mail Accounts Every registered USC student receives an e-mail account. Your account will be activated approximately three working days after you submit your *Intent to Enroll* form. You can access the account through OASIS. The Annenberg School uses the USC e-mail account when contacting students with important announcements regarding advisement, registration, class schedules, internships, etc. If you experience difficulty activating your e-mail, call 213-740-5555 or e-mail **consult@usc.edu**. Your USC e-mail account expires 6 months after you graduate at which time you will be able to set up an e-mail through the Alumni Association.

Security

Since the Annenberg School houses expensive equipment, security is a concern. Most offices and all rooms in which equipment is stored have deadbolts and alarms on the doors. Please report any breaches of security -- unlocked doors, loiterers, loose equipment, etc. -- you may observe to the Annenberg Technical Services Office at 213-740-5297 or e-mail **asctech@usc.edu**. Annenberg Technical Services also maintains the lost and found. While classes are in session, the Annenberg building is open at 8:30 a.m. Monday through Friday, and closes at 9:00 p.m. Monday

through Thursday and 5:00 p.m. on Friday. Report accidents to Annenberg Tech Services. They will arrange to have your written report taken by USC security.

Department of Public Safety (DPS)

The Department of Public Safety welcomes you the University of Southern California and to the City of “Angels,” Los Angeles, California. USC is located in the heart of the City of Los Angeles, a vibrant, diverse, modern city with all the benefits and problems of an urban lifestyle. Being in the heart of a major metropolitan area is exciting. It provides many cultural, professional, recreational, historical and educational opportunities. To take advantage of your lodging on our campus, you need to be smart about your safety and security.

3 Things We Want You To Know

(1) Enhance Your Safety

Avoid walking alone or in isolated places. A city as large as Los Angeles has exciting highlights from downtown high rises to sun-drenched beaches. Like most major cities, Los Angeles has crime that occurs. To enhance your safety when out late, always:

- Avoid talking on your cell phone while walking or riding a bike.
- Avoid taking shortcuts through alleys.
- Use our escort services provided by USC Campus Cruiser Program..
<http://transnet.usc.edu/index.php/campus-cruiser-program/>

Campus Cruiser phone numbers. Program these into your cell phone.

University Park Campus (213) 740-4911

Health Sciences Campus (323) 442-2100

(2) Protect Your Property

Avoid leaving your personal property unattended or unsecured. Even for a short while thefts can occur because it is a crime of opportunity. You may get distracted and leave your laptop, cell phone, or book bag containing valuable property or pertinent information such as identification cards, or class assignments, unattended.

Secure Your Bicycle Properly

Avoid leaving your bicycle locked while free standing. Although your bike may be conveniently locked to itself, a thief can easily pick up the bicycle and walk away with it. Always lock your bicycle to a bike rack and lock the frame of your bicycle not just the tire.

(3) Bicycling On Campus

The University of Southern California requires all bicycles to be registered and display a decal issued by the Department of Public Safety. You may register your bicycle online or visit the Department of Public Safety office located at Downey Way Parking Structure, between the hours of 8:30 am and 4:00 pm. The cost for the decal and registration is FREE.

Annual Security Report

The Clery Act requires colleges and universities to disclose policy statements and crime statistics for incidents which occur on four defined areas: on-campus, in on-campus housing, on unobstructed public areas immediately adjacent to the campus and on non-campus properties owned and or controlled by the institution. This information is published in the Annual Security Report on or before October 1st annually for the preceding three years. The annual report can be found here: http://dps.usc.edu/files/2017/10/2017_ASR_10-3-2017_FINAL.pdf

USC Computing Resources

Annenberg Digital Lounge

Beginning in fall 2015 Annenberg created their laptop policy requiring all Annenberg students to have a PC or Apple laptop for personal use throughout your academic career at USC.

<http://www.annenbergdl.org/wp-content/uploads/2015/05/2015-2016-New-Student-Memorandum.pdf>

The Annenberg Digital Lounge provides resources, workshops and tools for you to enhance your computer skills, master new programs and experience technology through a variety of platforms. Check out their website: <http://www.annenbergdl.org/>

University Information Technology Services Facilities ~ Public Computing Centers

<https://itservices.usc.edu/spaces/computingcenters/>

All ITS-managed computing centers feature:

- Comfortable and reconfigurable furnishings
- Collaborative study spaces, available on a first-come, first-served basis
- Wireless printing capabilities
- Borrowable computing accessories (including video/audio adapters and computer mice)
- A laptop loaner program (available to enrolled students only)



Computing Center Locations

The following computing centers are open for student use and also contain classrooms that can be reserved for hands-on instruction. All computers can run the Mac OS X and Windows 8 operating systems.

NOTE: The USC Computing Centers are closed during all USC holidays.

King Olympic Hall (KOH)

KOH 206 (Disabled Access)

Contact 213-740-7708

Ahmanson Information Commons at Leavey Library (LVL)

213-740-9223

Waite Phillips Hall of Education (WPH)

WPH B34 (Disabled Access)

Contact 213-740-7950

Student Study Areas

The ASC first floor East and West Lobbies and the second floor patio offer inviting areas to study. There are tables and chairs tucked in corners around the building that may also be utilized for studying. The ANN first floor lobby and 2nd floor through the 4th floor study areas.

Career Development

Annenberg Student Services, ASC 140

A wide variety of career resources are available to Annenberg students and alumni. The following is a brief summary of these services offered within Annenberg Career Development.

ANNENBERG CAREER LINK

The Annenberg Career Link is a career development database exclusively for Annenberg majors and minors. Students and alumni can login to find job and internship opportunities, online resources, and announcements specific to the Annenberg community. In addition, login to view a calendar of upcoming career events hosted by the Annenberg Career Development Office. To access this site, visit our website at: <http://annenberg.usc.edu/current-students/career-development>

ASCJOBNET

The ASCJOBNET is an online career development service exclusively for Annenberg students and alumni. Subscribers receive our daily Annenberg Jobs & Internships of the Day email which highlights positions added to Annenberg Career Link as well as upcoming events. In addition, all announcements of upcoming professional networking opportunities and programs offered through Annenberg Career Development are distributed through this list serve. Participation in the ASCJOBNET is free. To subscribe or unsubscribe from this list please email Jennifer Kalaidis at kalaidis@usc.edu.

Since the ASCJOBNET is an added benefit to your Annenberg education, it is restricted to students, alumni, faculty and staff of the Annenberg School for Communication and Journalism. Individuals not affiliated with Annenberg in this way will not be allowed to subscribe to the listserv.

CAREER ADVISEMENT

All Career Development staff members are available for one-on-one career advisement appointments. We are happy to meet with you to discuss resumes, cover letters, interviews, job search strategy, career paths and more! To schedule an appointment, please send go to our website: <http://annenberg.usc.edu/current-students/career-development> and click on make an appointment for students.

ALUMNI CONNECTIONS AND NETWORKING

Throughout the semester we offer several opportunities for students to connect with USC Annenberg alumni. There are several alumni panels each semester where alumni come back to campus to share their experience and insights in a particular industry. Past events have included Careers in Marketing, Careers in Entertainment, Careers in Advertising, Communication Management Alumni Panel, and Career Connections with International Alumni. We also offer opportunities for mock interviews with alumni. In addition, we strongly encourage students to set up informational interviews with alumni and our staff can help students get started with that process.

CAREER DEVELOPMENT WORKSHOPS

Workshops are held throughout each semester on topics such as: Successful Interviewing, Resumes and Cover Letter Writing, Job Search Strategies, How to Succeed in Your First Job or Internship and Personal Branding. The schedule for these workshops is announced via ASCJOBNET and listed on Annenberg Career Link.

INTERNSHIP AND JOB FAIRS

USC Annenberg offers several career fairs throughout the year. These fairs are a great opportunity for students and alumni to meet with company representatives from various industries and search for internship and job opportunities.

Annenberg Career Connection Internship and Job Fair – Annenberg Career Development’s annual internship and job fair is held every spring. Companies from industries such as entertainment, advertising, public relations and marketing come to the USC campus to recruit Annenberg students for internships and full time employment. This event is exclusively for Annenberg students and alumni.

Journalism Opportunities Conference – This event is held each fall in partnership with CCNMA. The Journalism Opportunities Conference offers workshops given by company representatives and industry professionals as well as a job and internship fair. This is a great opportunity for students and alumni to network with professionals in the print, broadcast, and online journalism fields.

Not for Profit Career Fair (Hosted by USC Price and co-sponsored by USC Annenberg) – Representatives from government agencies and non-profit organizations come to campus to share information about full-time employment, part-time employment, internships, and fellowship opportunities for USC students. This event is held in the fall semester.

ANNENBERG ADVANTAGE MENTOR PROGRAM

The “Annenberg Advantage” is Annenberg’s Career Development & Alumni Relations sponsored mentor program pairing current students with alumni mentors! This is a wonderful opportunity for current Annenberg students to learn from experienced professionals who are Annenberg alumni on how to succeed in the working world. In this academic year program, Annenberg alumni will make themselves available to students for career guidance on a one-on-one basis. This is a full year program and applications are available at the end of the spring semester for the following full academic year. The program is open to undergraduate juniors, seniors and graduate students.

Suzanne Alcantara, *director*

Phone: (213) 740-6045

Email: suzannea@usc.edu

Megan Hutaff, *associate director*

Phone: (213) 821-1514

Email: meganh@usc.edu

Miracle McClain, *assistant director, industry relations*

Phone: (213) 740-6552

Email: miracle.mcclain@usc.edu

Jennifer Kalaidis, *career advisor*

Phone: (213) 821-5548

Email: kalaidis@usc.edu

Helene Sparangis, *career programs coordinator*

Phone: (213) 740-6229

Email: hsparang@usc.edu

STAY CONNECTED!



USC Annenberg Career Development



USC Annenberg Career Development



ASCCareerDev



USC ACDIP

Completing Your Program at Annenberg

Graduating

During the semester prior to your graduation, make an appointment with your academic advisor in the Annenberg Student Services office to conduct a degree check of your graduation requirements.

Using the STARS report, students verify they have completed all of their degree requirements. To graduate, master student candidates must earn a minimum 3.0 overall grade point average and meet both the university requirements and those requirements specific to their program of study.



Commencement

USC holds a Commencement ceremony every May for all students who complete degree programs during the academic year (the previous fall, the current spring, and those who anticipate finishing in summer). Annenberg hosts its own graduation (satellite) ceremonies for its students on the same day following the USC ceremony.

Neither USC nor Annenberg distribute actual diplomas at Commencement. Students who participate in the satellite ceremony receive a diploma cover and a certificate of participation. Degrees are conferred only after all degree requirements are verified. It will take approximately 4 – 6 weeks for students to receive their diplomas, which are mailed by the Diploma Coordinator. It is important that your mailing address is correct in the USC system.

Any student wishing to verify completion of their degree before their diploma arrives may order a final transcript as soon as all degree requirements are verified and the degree is conferred. Students should contact their advisor for the exact date of conferral.

USC Annenberg Alumni Association

The USC Annenberg Alumni Association is a group of undergraduate, graduate and doctoral alumni who support the relationship between current students and alumni through professional development, networking, social events, an alumni newsletter, and an alumni association directory. Please Visit our website: <https://annenberg.usc.edu/alumni>

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

Electronic Resources

MyUSC – University Portal

WEB SITE: *my.usc.edu*

MyUSC is the university's portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location.

With MyUSC you can customize what you can see and do in the portal based on your personal preferences and interests.



One-click access to a growing number of USC's online services, include e-mail, OASIS, Web Registration, directories, and Blackboard.



Annenberg Tab

Within MyUSC, there is a tab called Annenberg. This is a venue for postings of all events Annenberg related. Students are encouraged to view this tab daily for all upcoming events.

ANNENBERG FACEBOOK FAN PAGE



You can follow us on Facebook under USC Annenberg for all Annenberg related upcoming events:

<https://www.facebook.com/USCAnnenbergAdvisementandAcademicServices/>

ANNENBERG TWITTER



You can also follow us on Twitter (@ascjadv) for all Annenberg related upcoming events.

ANNENBERG INSTAGRAM Please follow us on Instagram(@ascjadv).



Writing Center, THH 216, 213-740-3691

WEB SITE: <https://dornsife.usc.edu/writingcenter/>

E-MAIL: writing@usc.edu

The Writing Center is the USC Writing Program's consulting service to the whole university, providing one-on-one consultations and small-group workshops to help students of all abilities improve their critical thinking and writing skills.



For graduate students in the School of Communication, The Graduate Writing Coach will be offering workshops and individual appointments to help you develop your academic voice, revise, proofread and assist with grammar and writing style. She can be contacted at fgacho@usc.edu. To book an appointment or learn more about services visit <http://cmgtwriting.uscannenberg.org/>

Helpful Web Sites for Annenberg Students

- USC Annenberg: <https://annenberg.usc.edu/>
- Course Syllabi: https://web-app.usc.edu/ws/soc_archive/soc/
- Faculty Bios: <https://annenberg.usc.edu/faculty>
- Advisement & Academic Services forms: <https://annenberg.usc.edu/current-students/resources/academic-forms>
- Graduate School: <http://graduateschool.usc.edu/>
- USC Schedule of Classes: <https://classes.usc.edu/>
- Daily Trojan: <http://dailytrojan.com/>
- Annenberg Television News: <http://www.uscannenbergmedia.com/atvn/>
- Annenberg Radio News: <http://www.uscannenbergmedia.com/listen/>
- NeonTommy.com: <http://neon.uscannenbergmedia.com/>
- South LA: <https://medium.com/intersections-south-la>
- Sports: <http://www.uscannenbergmedia.com/sports/>
- USC: <http://www.uscannenbergmedia.com/news/usc/>

Campus Resource Locations & Phone Numbers

USC Admissions Office	Admissions Center	213-740-1111
Pertusati Bookstore	BKS	213-740-5200
USC Career Planning & Placement	STU 111	213-740-9111
Campus Cruisers (Escort Service)	CWO	213-740-4911
Campus Activities		213-740-5693
USCard Customer Service Office	PSX	213-740-8709
Financial Aid (general info)	JHH Lobby	213-740-1111
Financial Services		
Cashier	PSB 106	213-740-7471
Payroll	UGB 210	213-740-2716
Student Loans	PSB 100	213-740-4077
Collections	PSB 115	213-740-9087
The Graduate School	STU 301	213-740-9033
Orientation Programs	STU B-7	213-740-7767
Housing On-Campus Assignments	PSX 137	213-740-2546
Information-Campus Operator		213-740-2311
Disability Services & Programs	STU 301	213-740-0776
Trojan Transportation (Parking)	PSX	213-740-3575
Registration	JHH 106	213-740-8500
Security (emergency)	PSA	213-740-4321
Security (all others)	PSA	213-740-6000
Student Health Center	ESC	213-740-9355
Support and Advocacy	STU 201	213-740-4710
Office of Religious Life	URC 106	213-740-6110

Refer to a campus map for locations <https://web-app.usc.edu/maps/>

Glossary

To find a USC employee: <https://my.usc.edu/wp/faculty/SearchForm.do>

Abbreviations and acronyms used at Annenberg and campus-wide:

Schools & Departments at USC are represented by four-letter acronyms and may be found in the Schedule of Classes, campus maps and in reference to campus room locations, for example:

- The School of Communication is COMM
- The School of Journalism is JOUR

Buildings at USC are represented by three-letter acronyms, for example:

- The Annenberg School for Communication and Journalism is ASC
- The Wallis Annenberg Hall is ANN
- Taper Hall of Humanities is THH
- Doheny Main Library is DML
- Leavey Library is LVL

Rooms are indicated in the Schedule of Classes and elsewhere by a combination of the three-letter code for the building plus the room number: e.g., room 205 in the Annenberg Building is referred to as ASC 205 and in the Wallis Annenberg Hall would be ANN 205.

Calendars at USC indicate the day of the week with the abbreviations: M T W TH F. Semesters are indicated by the last two digits of the year plus the number of that year's term: e.g., Fall 2018 is 183, Spring 2019 is 191 and Summer 2019 is 182.

Telephone extensions on campus are represented by their last 5 digits. The two most common numbers are the prefix "740," and thus most extensions begin with "0", and "821" thus the prefix "1." For example, x00900 is the Student Services front office number; you can dial it from on-campus phones by just dialing 00900. However, from off campus, you would dial 1-213-740-0900. When calling from a campus phone, dial 9 to get an outside line to call off-campus numbers.