

# USC Social Work

*Virtual Academic Center*

Welcome to the School of Social Work! Please complete and return this form to indicate your intent to enroll in the **[Insert Program Start Date]** cohort. Please keep us informed of all your current contact information. We will be in contact regarding information about new student orientation, registration, and field education placements (for full time students only). The School of Social Work uses email as the primary means of communication for students.

\_\_\_\_\_  
Last Name, First Name, Middle Initial

\_\_\_\_\_  
USC ID

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City                      State                      Zip Code

(   )  
\_\_\_\_\_  
Phone Number (indicate type below)  
[ ] Home [ ] Mobile [ ] Work

Please check the following:

- I agree to and acknowledge the terms and conditions presented in the Admissions letters. Acknowledgement is required to complete the Intent to Enroll process.

Please choose one option:

- I plan to enroll in the **[Insert Program Start Date]** cohort.
  - Please complete and electronically sign this form. Log onto: <https://apply.socialwork.usc.edu/deposit> to submit your non-refundable \$280 commitment deposit. This payment will secure your place in the USC School of Social Work's Virtual Academic Center, and provides the required malpractice insurance coverage for field placement. This deposit will be applied to your first tuition bill.

**Note: Applications are reviewed on a rolling-admissions basis and limited spaces are available per incoming cohort. Registration is on a first-come, first-served basis. We will notify you if registration has closed, so that you may be given priority registration at least one month prior to the start of the next cohort.**

- I would like to request a one-time deferment my admission to the USC School of Social Work until **[Insert ITE Next Cohort Date]**.
  - Once approved by the School of Social Work, as a deferred student, your admission is guaranteed for one year. We will contact you to confirm your preferred cohort start date, so let us know if your contact information changes between now and then.
- I will not be attending the USC School of Social Work.
  - Please provide us with more information on the second page of this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please indicate if you have any illness, physical limitation or learning disability that may require special arrangements for your educational needs or field education experience:

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For all applicants: The School of Social Work continually strives to improve the quality of its programs and services. You may use the following space to provide feedback on your experience throughout the admissions process. This section is optional.

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If you have decided not to attend the USC School of Social Work, please complete the following section to let us know your future plans. As stated previously, we will consider your input in enhancing our programs and services. We appreciate sincere, candid comments.

I have decided not to attend graduate school.

I have decided to attend another institution:

Name of institution: \_\_\_\_\_

Program/School: \_\_\_\_\_

Specialization/Area of Concentration: \_\_\_\_\_

Reasons (please check all that apply):

- Geographically more desirable
- Program and/or curriculum more desirable
- Received a more timely admission decision from another institution
- Received a more timely and/or more desirable financial aid package from another institution
- Area of concentration/specialization not offered at USC
- Other (please be specific):

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***Thank you!***

# USC Social Work

## *Virtual Academic Center*

Congratulations again on your admission to the Master of Social Work program and welcome to the Trojan family. There are a few more steps the University requires all incoming graduate students to complete in order to enroll and register for classes. Additionally, we included some important notices and information unique to the Virtual Academic Center.

### **ENROLLMENT CONFIRMATION**

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Please complete the following steps to confirm your enrollment:

#### **Complete Intent to Enroll Form**

Initial

Complete and sign the attached enrollment confirmation form and submit your non-refundable commitment deposit of \$280 by **[Insert five days from the date of sending]**. This payment will secure your place in the USC School of Social Work's Virtual Academic Center and provides the required malpractice insurance coverage for field placement.

#### **Certify Your Enrollment**

Initial

Certify your intent to enroll by clicking on the link below and completing the form:  
<https://camel2.usc.edu/AdmGradCertification/>

#### **Set Up Your USC Email Address**

Initial

Once you have completed your intent to enroll certification, you need to create your USC email account. To activate, go to <http://www.usc.edu/firstlogin>. Select the first option, **“Please check here if you are a student or an ITS staff member”**. It takes roughly 48 hours for USC's Information Technology Services (ITS) to create your email account. Do not wait to create your USC email, as all communication from the university will be sent to this address, including your financial aid notification. Please check your USC email account regularly; as it is the only way you will receive information and updates from the university.

#### **Financial Aid**

Initial

Check your financial aid package to ensure you have submitted all of your documents to USC's Financial Aid Office. To check on your status, click here <http://www.usc.edu/admission/fa/distance/admitted/financial-aid-summary.html> and to go to "My Financial Aid and Documents" tab on the Financial Aid Office's website. Remember to complete Entrance Loan counseling and sign your master promissory note for your loan as well. Please contact the USC Financial Aid Office at 213.740.1111 should you have any questions regarding your financial aid. Note, International Students are not eligible for financial aid.

#### **MSW@USC Policy Review & Verification**

Initial

To ensure your success in the program, the following document outlines all policies and procedures that you need to be aware of as a student. Please carefully review this document, initial and sign where indicated.

## Important information about starting the MSW@USC program:

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### Orientation & Registration

Initial

MSW classes start for the [Insert Program Start Date] on [Insert ITE Cohort Start Date], and begins with a Community Immersion experience in your first semester. In the next few days, you will receive information regarding orientation and registration. Registration is on first-come, first-served basis, therefore it is imperative that you review and follow the instructions provided in the registration guide and register early for your cohort.

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### Matriculation

Initial

The University of Southern California Graduate School requires that all graduate students maintain a cumulative 3.0 grade point average. Though a 'C' is a passing grade, it is not considered an acceptable grade to maintain good academic standing in a graduate program. In the event a students' grade point average falls below a 3.0 GPA, the student will be placed on academic probation and is subject to a reduction in course load until able to demonstrate satisfactory academic progress.

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### Field Placement

Initial

All students are required to complete the online Field Placement Form at <http://www.tfaforms.com/307563> within five days of submitting this document. More information can be found in the field placement section of this document.

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### International Students

Initial

- Enrollment in the Virtual Academic Center does not meet the requirements of a student visa. Therefore, students enrolled in this program cannot apply for a visa to enter the United States based on their status as a student of USC.
- International Students are not eligible for federal or university need-based financial aid from the USC Financial Aid Office and will need to finance the program through other means.

## FINANCIAL AID

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Tuition and fees are set by the USC Board of Trustees and typically increase each fall. The average annual tuition increase over the past five years was 4.17 percent. Please note that all quoted tuition rates are estimates, based on the 2015-2016 academic year and are subject to change without notice. Current tuition rates can be found by visiting [www.usc.edu/soc](http://www.usc.edu/soc) and clicking on Tuition and Fees for the current semester.

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### Section A: Applying for Financial Aid

Initial

For information about applying for financial aid, please visit [www.usc.edu/financialaid](http://www.usc.edu/financialaid), click on Applying for & Receiving Aid, then on New Graduate Student. Review Steps 1 through 4. Note, international students are not eligible for federal or need-based financial aid.

### How to Contact the Financial Aid Office

Initial

We are here to help answer any questions you may have. Financial aid counselors are available by phone, e-mail, or in person. Please visit [www.usc.edu/contactfao](http://www.usc.edu/contactfao) for more information.

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### Section B: Last Day to Drop Coursework and Receive a Full Refund

Initial

The majority of MSW students borrow Federal Direct Loans to cover tuition, fees and applicable living expenses. You are not obligated to borrow federal student loans, however. You can cover the Cost of Attendance with scholarships, stipends, cash payments or payment plans. **Regardless, you will be responsible for tuition and fees if you are enrolled in classes after the tuition refund deadline.**

If you are unable to meet these costs please drop all your courses prior to the tuition refund deadline. Once the tuition refund deadline has passed you are entirely responsible for paying tuition and fees, whether or not you continue in the program. The tuition refund deadline for each class can be found by visiting [www.usc.edu/soc](http://www.usc.edu/soc). Locate each class and look under the Info column for the Calendar icon. A date will be listed under “Last day to drop without a mark of ‘W’ and receive a full refund.”

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### Section C: The Federal Direct Unsubsidized Stafford Loan

Initial

Most students are eligible to apply for up to \$10,250 in Federal Direct Unsubsidized Stafford Loans each semester. You must complete and submit a financial aid application to receive these loans. Individual loan eligibility will be listed in your Financial Aid Summary online. (Please see Section A: Applying for Financial Aid). Common reasons for receiving less than \$10,250 per semester include:

- Reaching your lifetime maximum aggregate for Stafford loans.
- Borrowing Stafford loans at another institution for the same award year.
- Enrolling in fewer than 4 units in a particular semester.
- Prior student loan that is currently in a defaulted status

Please visit <http://www.usc.edu/admission/fa/loans/federal-stafford-loan.html> for application instructions. Note, international students are not eligible for federal or need-based financial aid.

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### Section D: The Federal Direct Graduate PLUS Loan

Initial

The Federal Direct Graduate PLUS loan is credit-based. For detailed information about credit requirements please visit [studentloans.gov/myDirectLoan/faqs.action](http://studentloans.gov/myDirectLoan/faqs.action), click on Credit Check and then the “What is considered ‘Adverse Credit?’” question.

**If you are planning to borrow the Graduate PLUS Loan, it is extremely important that you apply for this loan before your program starts so that you can make any final enrollment decisions before the tuition refund deadline.** To start your application, visit [www.studentloans.gov](http://www.studentloans.gov), sign in to Manage My Direct Loan, then click on Request a Direct PLUS Loan. Students may apply for the Graduate PLUS loan to help cover tuition costs not covered by the Stafford loan, or to help cover basic living expenses related to your education.

### Section E: Future Preparation For Part-Time Students: Federal Direct Graduate PLUS

**Part-time students:** Please note that as you start taking additional classes in your third semester, your tuition will increase (see chart below). If you plan to borrow the Graduate PLUS loan for your third semester, we encourage you to ensure you qualify by comparing the credit requirements to your credit report

([www.annualcreditreport.com](http://www.annualcreditreport.com)). It is critical you make any final enrollment decisions before the tuition refund deadline in the first semester.

For more information, visit [studentloans.gov/myDirectLoan/faqs.action](http://studentloans.gov/myDirectLoan/faqs.action), click on Credit Check, then on the “What is considered ‘Adverse Credit?’” question. Note, international students are not eligible for federal or need-based financial aid.

**Section F: Estimated Tuition & Enrollment Per Semester: Four Semester Track**

If you are enrolled in 14 or fewer units for the semester, tuition is charged at the rate of \$1,666 per unit. If you are enrolled in 15-18 units per semester, tuition is charged at the flat rate of \$24,732. Social Work Lab Fee \$225 (one-time charge; first-year students).

Initial

Semester	Units	Estimated Federal Direct Unsubsidized Stafford Loan (see section C)*	Estimated Tuition**	Calculation
1	17	\$10,250	\$24,732	\$24,732 flat rate
2	14	\$10,250	\$23,324	14 x \$1,666 per unit rate
3	16	\$10,250	\$24,732	\$24,732 flat rate
4	13	\$10,250	\$21,658	13 x \$1,666 per unit rate
<b>Total Units: 60</b>			<b>\$94,446</b>	

\* Please note that there is a 1.073 percent Federal Origination Fee deducted from each disbursement for Federal Direct Stafford Loans made on or after October 1, 2014 and before October 1, 2015..

\*\* Please note that all quoted tuition rates are based on 2015-2016 academic year and are subject to change without notice.

Students may apply for the credit-based Graduate PLUS loan to help cover tuition costs not covered by the Stafford loan, or to help cover basic living expenses related to your education (see Section D). Note, international students are not eligible for federal or need-based financial aid.

**Estimated Tuition & Enrollment Per Semester Part-Time (6 semesters)**

If you are enrolled in 14 or fewer units for the semester, tuition is charged at the rate of \$1,666 per unit. If you are enrolled in 15- 18 units per semester, tuition is charged at the flat rate of \$24,732. Social Work Lab Fee \$225 (one-time charge; first-year students).

Semester	Units	Estimated Federal Direct Unsubsidized Stafford Loan (see section C)*	Estimated Tuition**	Calculation
1	6	\$10,250	\$9,996	6 x \$1,666 per unit
2	6	\$10,250	\$9,996	6 x \$1,666 per unit
3	11	\$10,250	\$18,326	11 x \$1,666 per unit
4	8	\$10,250	\$13,328	8 x \$1,666 per unit
5	16	\$10,250	\$24,732	\$24,732 flat rate
6	13	\$10,250	\$21,658	13 x \$1,666 per unit rate
<b>Total Units: 60</b>			<b>\$98,036</b>	

\* Please note that there is a 1.073 percent Federal Origination Fee deducted from each disbursement for Federal Direct Stafford Loans made on or after October 1, 2014 and before October 1, 2015.

\*\* Please note that all quoted tuition rates are based on 2015-2016 academic year and are subject to change without notice.

Students may apply for the credit-based Graduate PLUS loan to help cover tuition costs not covered by the Stafford loan, or to help cover basic living expenses related to your education (see Section D).

**Estimated Tuition Part-Time (8 Semesters)**

If you are enrolled in 14 or fewer units for the semester, tuition is charged at the rate of \$1,666 per unit. If you are enrolled in 15-18 units per semester, tuition is charged at the flat rate of \$24,732. Social Work Lab Fee \$225 (one-time charge; first- year students)

Semester	Units	Estimated Federal Direct Unsubsidized Stafford Loan (see section C)*	Estimated Tuition**	Calculation
1	6	\$10,250	\$9,996	6 x \$1,666 per unit
2	6	\$10,250	\$9,996	6 x \$1,666 per unit
3	6	\$10,250	\$9,996	6 x \$1,666 per unit
4	8	\$10,250	\$13,328	8 x \$1,666 per unit
5	8	\$10,250	\$13,328	8 x \$1,666 per unit
6	10	\$10,250	\$16,660	10 x \$1,666 per unit
7	10	\$10,250	\$16,660	10 x \$1,666 per unit
8	6	\$10,250	\$9,996	6 x \$1,666 per unit
<b>Total Units: 60</b>			<b>\$99,960</b>	

\* Please note that there is a 1.073 percent Federal Origination Fee deducted from each disbursement for Federal Direct Stafford Loans made on or after October 1, 2014 and before October 1, 2015.

\*\* Please note that all quoted tuition rates are based on 2015-2016 academic year and are subject to change without notice.

Students may apply for the credit-based Graduate PLUS loan to help cover tuition costs not covered by the Stafford loan, or to help cover basic living expenses related to your education (see Section D). Note, international students are not eligible for federal or need-based financial aid.

**Section G: VAC Scholarships Information**

**USC School of Social Work Scholarship Information**

*The majority of support is in the form of student loans.* The USC School of Social Work also awards a variety of merit and need based scholarships to entering and continuing students each year. More detailed information and application instructions will be sent to students during the application and enrollment process. For more detailed information on application instructions please visit [sowkweb.usc.edu/admissions](http://sowkweb.usc.edu/admissions), click on MSW@USC, then on Scholarships.

I, \_\_\_\_\_, acknowledge that I have received and understand the financial aid information and terms presented above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **FIELD PLACEMENT**

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One of the major contributors to your professional development is your field practicum where you will participate in a hands-on experience in a community-based agency that will help you develop new areas of professional competence. This information is provided to inform you, in advance, of the responsibilities students will assume in the MSW Program at USC. Successful completion of the program and graduation depends upon your understanding and timely actions to address these Field Education requirements. To assure that you are prepared for your field placement, please review and initial the information below.

### **Field Practicum**

\_\_\_\_\_ Initial

You will participate in four semesters of Field Practicum, the first virtually. The virtual component is a cutting-edge teaching method that increases the standardization of practice skills, offers a supportive environment for learning new skills including evidence-based interventions, and can better prepare students to meet with real-life clients. Upon successful completion of the Virtual Field Practicum, you will be assigned an approved community based field placement at an agency. The placement will continue for three semesters. Placements are managed by the Field Placement Team, which will contact you after your registration in the Social Work program to explain the field placement assignment process. During your community-based semesters, you will apply core practice skills and develop advanced skills and knowledge within your designated concentration's scope of practice. You will be assigned one approved placement option. A successful placement may require substantial flexibility on your part including, but not limited to, travel to and from a placement agency, adjustments to existing work or family schedules, and consent to complete a criminal background check.

### **Paid Internships**

\_\_\_\_\_ Initial

A stipend or salary at a field placement rarely occurs and is not guaranteed. USC does not match students with agencies based on whether a stipend is provided, but rather on the type of learning opportunities available to you as a student.

### **Relocation During the Placement Year**

\_\_\_\_\_ Initial

Community based field placement spans three consecutive semesters. If you relocate during those semesters, there may be significant delays in placement, which could affect your ability to progress through the program with your original cohort. In order to minimize the possibility of placement delays, the Relocation Form must be obtained from the Field Placement Team and submitted 14 weeks before you move.

### **International Placement/Relocation**

\_\_\_\_\_ Initial

If you reside or relocate outside of the United States, best efforts will be made to secure an approved placement assignment; however, unusual flexibility and/or additional expense may be required on your part. There also may be a delay in placement or a viable placement site may not be secured in which you may be required to take a Leave of Absence until you return to the United States. Please consult with the Field Placement Team to discuss international placement or relocation.

### **Malpractice Insurance**

\_\_\_\_\_ Initial

All students entering field placement are required to participate in the USC School of Social Work's malpractice insurance coverage. This plan covers the student while in their field placements. The cost is \$80 and is included in your commitment deposit.

## Field Placement Contract

Please review and initial the following information regarding the expectations and action steps for your field placement. If these requirements are not met, it will not only create significant delays in placement, but a placement option may not be found and as a result, you may not be able to graduate with your cohort.

\_\_\_\_\_  
Initial

- I have read, I understand and I will adhere to the Core Values and Ethical Principles delineated in the NASW Code of Ethics in the classroom, in my placement (Field Practicum), with peers, faculty and staff at the USC School of Social Work. I understand that violation of the NASW Code of Ethics may result in disciplinary action, including dismissal from the program.

\_\_\_\_\_  
Initial

- I will submit the online field placement form within 5 business days of receiving the document.

\_\_\_\_\_  
Initial

- In the Field Placement Packet, I am required to apprise the Field Placement Team of any special circumstances that may impact the selection of my field placement. Examples include lack of transportation, limited flexibility in hours of availability for the Field Practicum/internship, misdemeanor or felony convictions, etc. The Field Placement Team will do their best to work with each student on special circumstances, but cannot guarantee a placement assignment that will exclude travel, extended flexibility, or background checks/needed paperwork.

\_\_\_\_\_  
Initial

- The nature of the special circumstance may impede or significantly reduce placement options available in my community, which could affect my ability to complete the program and graduate.

\_\_\_\_\_  
Initial

- I will be required to attend a mandatory field webinar/orientation.
- My field placement may require substantial travel on a reoccurring basis. Students must be willing to travel up to 30 miles in each direction to and from a placement. Travel further than 30 miles in each direction may be required in special circumstances. USC School of Social Work is not responsible for any special accommodations for travel restrictions. Should I need special accommodations, I am responsible for obtaining official accommodation from the USC Office of Disability Services & Programs at Programs ([ability@usc.edu](mailto:ability@usc.edu) or 213.740.0776).

\_\_\_\_\_  
Initial

- Upon notification of a placement site, I will contact the agency within 48 hours to schedule an interview. This is my responsibility as the student. Failure to contact the agency, or failure to engage in the agency clearance process, will delay my placement start.

\_\_\_\_\_  
Initial

- Agencies will likely conduct a criminal background check prior to my community based field placement. Agency clearance process is at the discretion of the agency, not of USC. Any criminal convictions on my record may adversely affect USC's ability to place me in a field placement site or my ability to continue in the program. I am responsible for the cost of background checks and any other testing or certifications required by the agency.

\_\_\_\_\_  
Initial

- I must be available 16-20 hours a week to complete my field practicum hours.

\_\_\_\_\_  
Initial

- I am required to maintain a schedule that includes a minimum of one eight-hour day during these regular business hours (Monday-Friday, 8am-5pm) to be available for field practicum activities. If the approved agencies cannot offer qualified supervised evening and weekend hours, I will be required to maintain a schedule of two eight-hour days during regular business hours. Students who require evening/weekend hours may not only be delayed in placement, but may be required to take a Leave of Absence.

\_\_\_\_\_  
Initial

- In the placement process, students will be given one faculty approved placement assignment that meets your learning needs and the field requirements of USC's Masters in Social Work program Per School policy and practice, the approved assignment must be selected. If I refuse an agency assignment due to emotional, physical, and/or psychological reasons, I must contact the university's Office of Disability Services and

Programs ([ability@usc.edu](mailto:ability@usc.edu) or 213.740.0776) for appropriate accommodations to complete the required field hours.

I, \_\_\_\_\_, acknowledge that I have received and understand the field placement information and terms presented above.

\_\_\_\_\_

## **BACKGROUND CHECK AND DISCLOSURE POLICY**

An increasing number of agencies require that students in the School of Social Work at the University of Southern California obtain and pass a background check, drug test and/or finger printing in order to participate in field placements (The Field Practicum courses 586a/b or 686a/b). Consequently students may be required to undergo a background check before beginning a field placement as part of the master's program in the School of Social Work. Be advised that drug testing may be a required part of the background check.

Admitted students are required to immediately report all changes in their criminal record that occur while enrolled in the MSW program since any conviction or other adverse result may prevent placement in the field. Failure to report any change in status will result in referral to the Social Work Office of Student Services and may result in a delay in the student's ability to complete the MSW program and to graduate as planned.

The following are the minimum areas of inquiry typically covered in the background check requested by USC's partners, although some agencies may require a more comprehensive background check:

- Seven year criminal court history
- Address verification
- Sex offender database search
- Two names verification (current legal and one other name (AKA))
- Three county check of records
- Search of the Department of Health and Human Services Office of the Inspector General database of excluded persons.
- Social security number verification.

The fees required to obtain a background check and any additional tests are the sole responsibility of the student.

Students must authorize release of the results of the background check to the agency in field. If there is any information in the background check report that an agency determines disqualifies the student from participating, then the student will be responsible for obtaining the necessary documents to correct/explain the information. If the issue is not resolved to the satisfaction of the agency, then the student may not be able to participate in a field placement and may be unable to complete the requirements for his or her degree.

### **Special Circumstances Regarding Clearances**

Please indicate below if you have any circumstances that may impede you from being placed in an agency that requests this material. This should include anything that might come through on a security clearance check. If you think that your record has been expunged, it may still appear on a Department of Justice report. Any information not disclosed at this time of application for placement may result in problems that could affect your ability to be placed and/or to remain in your placement.

Yes, I need to discuss a circumstance (Please initial all that apply below)

\_\_\_\_\_ DUI/Traffic Tickets Expunged record Convictions (misdemeanor/felony)

Initial

\_\_\_\_\_ Initial

Registered sex offender Substance Abuse Anything else that might delay clearance

\_\_\_\_\_  
Initial Not sure

\_\_\_\_\_  
Initial No, there is nothing that will hinder the placement.

I, \_\_\_\_\_, acknowledge that I have received and understand the background check information and terms presented above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The information below aims to provide you with information on how to secure academic accommodations for disabilities if needed. Students with disabilities are responsible for contacting Disability Services and Programs (DSP) in order to receive services. Academic accommodations may be granted on an individual basis by DSP, and are based upon review of the appropriate documentation (as approved by DSP). DSP provides supportive services to enable students with disabilities to develop their academic potential, while having the dignity of working toward an independent lifestyle. Services for students with physical, psychological and learning disabilities include, however, are not limited to:

- Assistance in providing readers, scribes, note-takers and interpreters
- Advocacy with faculty
- Special accommodations for test-taking needs
- Auxiliary aid and equipment loans
- Assistance with architectural barriers
- Information on accessible seating at USC sporting events
- Assistive technology
- Support for individual needs
- Information on various disabilities

Please register via the Disability Services and Programs website at [www.usc.edu/disability](http://www.usc.edu/disability). You may also call (213) 740-0776 or email at [ability@usc.edu](mailto:ability@usc.edu). In the event a letter of accommodation is provided by DSP, you are required to submit a copy of the letter to each of your course instructors for which you are requesting any accommodation and your Academic Advisor, and are encouraged to submit a copy of the letter to Dr. Joshua J. Watson (Director of Student Services) at [jjwatson@usc.edu](mailto:jjwatson@usc.edu).

If you are enrolled as a Full-Time student, your course instructor for SOWK 587A Integrative Learning for Social Work Practice will be your Academic Advisor. If you are enrolled as a Part-Time student, you will receive information about your Academic Advisor prior to the start of the semester. Should you have any questions or concerns, prior to communicating with your Academic Advisor, please email [vacfield@usc.edu](mailto:vacfield@usc.edu).

I, \_\_\_\_\_, acknowledge that I have received and understand the disability services information and terms presented above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VIRTUAL ACADEMIC CENTER CLASSROOM DECORUM

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### Expectations

- It is expected that your webcam is operational and you are visible on camera during your weekly class.
- It is expected/required that students complete the asynchronous portion of each unit prior to attending the live session as it provides a significant portion of class lecture and activities. This will also enhance the discussions and promote advanced learning.
- As you engage in the asynchronous portion of the class, please take time to fully and thoughtfully reflect on and think about the questions posed throughout the units. These questions are meant to enhance self-awareness and promote further discussion.
- Please take notes of any questions/comments/thoughts/feelings you have while engaging in the asynchronous units and be prepared to share those questions/comments/thoughts/feelings during the live session.

### The Virtual Environment

Although we are not in a physical classroom, we need to still treat the virtual environment with respect as a learning environment and try to keep external distractions to a minimum. Please do your best to find a quiet, well lit space prior to logging onto the live session. The setting should be indicative of an environment conducive to learning.

Here are some additional tips for maintaining a safe virtual environment:

- When posting written communication you may want to avoid typing in ALL CAPS or all **bold**, as this is often seen as equivalent to yelling in most online communities
- Please remember to use a salutation, e.g., Dear Ms./Mr./Professor, when sending emails to your professors, administrators, and field liaisons/instructors. Using a salutation conveys courtesy and respect for the individual rather than just jumping into the body of the email.
- Use emoticons and other symbols to indicate tone. When posting on an Internet discussion forum, there is an absence of indicators that help one to decipher tone and the forum poster's intention.
- Take time to critically think about the messages posted and how you want to formulate your response. Think about if it accurately reflects what you are truly trying to say. Remember that we are all in the process of learning and our thoughts do not have to be perfectly formulated; however, what we type needs to remain respectful.

### Classroom Decorum

It is important to be cognizant of the following:

- Appropriate use of the chat box.
- Classroom Attire/Dress Code
  - Proper dress attire is always important.
- Learning Environment
  - Children should not be on the student's lap, or in the vicinity of the camera's view in respect to other students.
  - Pets should not be in the same room to respect the learning environment and the other students in the classroom.
  - Media distractions
    - Both television and music should not be on during class time, nor should music be listened to on your computer. Your classmates and instructor are able to hear what you are hearing and can view any distraction in the background.
  - Sitting upright at computer desk
    - Unless for medical reasons, or with permission of the instructor, students should be sitting upright at a table or desk as they would in a physical classroom.
  - Quiet space
    - A coffee shop or loud public space is not conducive to learning. You and your computer should be in a place where you can hear the instructor and other classmates without distractions.
- Conduct - the following items are not allowed and will not be tolerated in the classroom.

- Alcohol
- Smoking
- Classroom Etiquette
  - Language - Academic discourse is encouraged at all times, whether it is through speech, chat room, or e-mail.
- Camera- ability to see student in well lit room
  - In respect for your instructor and other students, your learning space should be a well-lit, quiet room, and your camera should give full view of your face in order to engage with the others in the classroom.
- Cell phone use in front of camera
  - Unless used for class, your cell phone should be in the off or silent position during class time. It is inappropriate to answer phone calls during class time, and especially in view of the camera. Certain instances occur when it is necessary, however. For most cases, use of a cell phone during class time is prohibited.
- Behavior
  - As in any academic setting, appropriate behavior is expected at all times. Third party distractions take away from the classroom setting and disrupt the learning environment.
- Auditing class
  - When auditing a class, it is important to notify the instructor as well as be respectful to the other students enrolled.
- Timeliness
  - Students should attend class in a timely manner, as well as in completing the class. Students should not attempt to leave early unless the instructor is notified or an emergency has taken place.

Although virtual, the VAC is still a classroom and should be respected as such, in compliance with all of the USC student conduct code.

I, \_\_\_\_\_, acknowledge that I have received and understand the classroom decorum information and terms presented above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Intent to Enroll

«account\_intended\_program» «ACCOUNT\_Re\_Route\_to\_Alternate\_Program»  
«ACCOUNT\_OARS\_Indicated\_ME\_Program\_Concen»

«account\_name»  
«ACCOUNT\_BILLINGSTREET»  
«ACCOUNT\_BILLINGCITY», «ACCOUNT\_BILLINGSTATE» «ACCOUNT\_BILLINGPOSTALCODE»

USC ID #: «account\_usc\_id»  
Contact Phone: «account\_phone»  
Email Address: «ACCOUNT\_PersonEmail»

### Enrollment Confirmation

{{ \$en }} I plan to enroll as a USC Rossier School of Education student in the cohort that begins on

«ACCOUNT\_START\_DATE1».

**Class size is limited and there may be a waiting list if the number of students exceeds our capacity. Students will be enrolled in a first come, first serve basis and notified in writing if they are placed on the waiting list. Should a spot not become available admission will automatically defer to the following cohort.**

**If you are not planning to attend USC, please complete the following section:**

{{ \$de }} I will not be attending the USC Rossier School of Education.

We are sorry that you won't be enrolling at USC Rossier, but wish you the best of luck in your future plans. If you are enrolling at another school, we would be grateful if you could share some information about your decision:

Name of the Institution: {{institutionname\_es :signer:showif(ITEDDecision="Declined")}}

Specialization/Area of Concentration: {{txtConcentration\_es :signer:showif(ITEDDecision="Declined")}}

Reason(s): (Please check all that apply)

{{ \$geo }} Geographically more desirable

{{ \$acc }} Accepted admission prior to receiving notification from USC

{{ \$sch }} Offered a scholarship

{{ \$con }} Area of concentration was not offered at USC

{{ \$oth }} Other (please explain):

{{txtAreaOtherExplain\_es :signer:showif(other=checked)}}

**Please respond by \*\* «ACCOUNT\_Date\_Signed\_Intent\_Expected» \*\***

By signing and returning this form, I authorize the USC Registrar's Office to register me for all upcoming classes in the USC Rossier program. I understand that I may drop any classes for which I am registered without financial obligation at any time prior to «ACCOUNT\_Add\_Drop\_Date» in accordance with USC policy by following the procedures outlined in USC's policies on Fee Payment, which can be reviewed here: <http://mat.usc.edu/payment/>

Printed Name: «ACCOUNT\_NAME»

Signature: {{\_es :signer:signature}}

Date: «today»

{{#en=(Enrolled)\*ITEDDecision\_es :signer}}  
{{#de=(Declined)\*ITEDDecision\_es :signer}}  
{{#geo=[geo\_es :signer:showif(ITEDDecision="Declined")}}  
{{#acc=[acc\_es :signer:showif(ITEDDecision="Declined")}}  
{{#sch=[schol\_es :signer:showif(ITEDDecision="Declined")}}  
{{#con=[conc\_es :signer:showif(ITEDDecision="Declined")}}  
{{#oth=[other\_es :signer:showif(ITEDDecision="Declined")}}



**Intent to Enroll**  
«account\_intended\_program»**Student Information**

«account\_name»  
«ACCOUNT\_BILLINGSTREET»  
«ACCOUNT\_BILLINGCITY», «ACCOUNT\_BILLINGSTATE» «ACCOUNT\_BILLINGPOSTALCODE»

USC ID #: «account\_usc\_id»  
Contact Phone: «account\_phone»  
Email Address: «contact\_email»

**Enrollment Confirmation**

I plan to enroll as a USC Rossier School of Education student in the cohort that begins on  
«ACCOUNT\_START\_DATE1».

**If you are not planning to attend USC, please complete the following section:**

I will not be attending the USC Rossier School of Education.

We are sorry that you won't be enrolling at USC Rossier, but wish you the best of luck in your future plans. If you are enrolling at another school, we would be grateful if you could share some information about your decision:

Name of the Institution: \_\_\_\_\_

Specialization/Area of Concentration: \_\_\_\_\_

Reason(s): (Please check all that apply).

Geographically more desirable

Accepted admission prior to receiving notification from USC

Offered a scholarship

Area of concentration was not offered at USC

Other (please explain):

**Please respond by \*\* «ACCOUNT\_DATE\_SIGNED\_INTENT\_EXPECTED» \*\***

By signing and returning this form, I authorize the USC Registrar's Office to register me for all upcoming classes in the USC Rossier program. I understand that I may drop any classes for which I am registered without financial obligation at any time prior to «ACCOUNT\_ADD\_DROP\_DATE» in accordance with USC policy by following the procedures outlined in USC's policies on Fee Payment, which can be reviewed here: <http://mat.usc.edu/payment/>

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_