

USC Enrollment Agreements

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The Graduate School at USC has now automated the enrollment agreement process online. Some programs may also have an additional enrollment agreement process. Graduate students that have been admitting to USC login to the YouSC portal to complete the process.

Logging on to the portal provides the student with their decision letter notification which includes program information as well as conditions of admission. Students are also required to complete the statement of intent form on the portal to complete the admission process.

A video outlining the process can be found here:

<https://gradadm.usc.edu/videos/#/decision-letter-and-statement-of-intent-form>

A few select programs additionally use their own enrollment agreement specific to their program.

Please see sample enrollment agreement included below:

USC Division of Biokinesiology and Physical Therapy

Dear APPLICANT NAME,


The faculty and I are eager to let you know that you have been admitted to the DPT@USC Hybrid three-year Doctor of Physical Therapy (DPT) Program at the University of Southern California! You will be joining the Trojan Family in the June 2022 cohort.

Please let us know if you wish to accept this offer of admission by signing the Intent to Enroll document and paying the \$1500 Enrollment Commitment Deposit. The Enrollment Commitment Deposit is due on 4/30/2022. The Enrollment Commitment deposit is non-refundable and will be applied in its entirety toward your tuition when you register for classes and is required to secure your position in the entering class. **As a reminder, if you do not enroll at USC, all deposits will be forfeited.** If we do not receive your deposit by the due date, your place in the class will be offered to another qualified applicant.

We strongly encourage you to attend a Faculty Webinar or to arrange a campus visit. You will receive additional information detailing the days and times of these sessions.

We sincerely hope that you will accept our offer of admission. We look forward to hearing from you and having you join our Trojan family. Please keep both the Division of Biokinesiology and Physical Therapy and the Office of Graduate Admissions informed of any changes in your mailing address or e-mail/telephone number so that we may update our records accordingly.

Sincerely,



James Gordon, EdD, PT, FAPTA

Associate Dean and Chair

USC Division of Biokinesiology and Physical Therapy



Official Document Policy and Status

Congratulations on your admission to the Division of Biokinesiology and Physical Therapy at the University of Southern California. This letter outlines next steps regarding the official documents required to complete your enrollment. Based on a review of your records, it appears that your document status is as follows:

Please do not hesitate to contact Student Support at (888) 628-5041 if you have any questions or concerns related to anything outlined in this document.



DISABILITY SERVICES

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. You may also call (213) 740-0776 or email at 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 Janet Stevenson at jburney@usc.edu.



Enrollment Confirmation

Please complete the following steps to confirm your enrollment:

Complete Intent to Enroll Form and Pay Commitment Deposit

Complete and sign the attached enrollment confirmation form and submit your non-refundable commitment deposit of \$1500 by 4/30/2022. This payment will secure your place in the hybrid DPT@USC program.

Complete Statement of Acknowledgement

To ensure your success in the program, the Statement of Acknowledgement 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.

Certify Your Enrollment

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

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

Check your financial aid package to ensure you have submitted all of your documents to USC's Financial Aid Office. USC's FAFSA code is 001328 To check on your status, go to <https://financialaid.usc.edu> and access your financial aid summary and tasks by logging in to your FAST page. Remember to complete Entrance Loan counseling and sign your master promissory note for your federal loans 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.*

CPR Certification (2 years preferred)

Physical Therapy students are required to have current CPR certification from the American Heart Association in Basic Life Support for Healthcare Providers (BLS) prior to the start of classes. The vendor must be the American Heart Association (no exceptions). You will be required to upload your original, valid CPR card in the virtual DPT Orientation Course and to present it in person during the first immersion. Please visit the [CPR website](#) to identify AHA approved providers. If you have any questions, please contact your Student Success Advisor.

American Physical Therapy Association Membership

As a first year student you are required to become a member of the American Physical Therapy Association (APTA). A national professional organization, APTA's goal is to foster advancements in [physical therapy](#) practice, research, and education. There are national and Chapter dues associated with the membership. Please apply and make your payment online. You will be required to submit proof of



membership in the virtual DPT Orientation Course.

Matriculation

The University of Southern California Graduate School requires that all graduate students maintain a cumulative 3.0 grade point average. In the event a student's grade point average falls below a 3.0 GPA, the student will be placed on academic probation and may be subject to dismissal from the program. The DPT program has additional standards for academic performance that are included in the Student Handbook and will be addressed in the virtual DPT Orientation course in the LMS.

International Students

Enrollment in the hybrid DPT program 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.



Intent to Enroll

Please complete and return this form to indicate your intent to enroll in the June 2022 cohort for the hybrid Doctor of Physical Therapy program at USC. Please keep us informed of all your current contact information. We will be in contact regarding information about new student orientation, registration, and clinical education placements.

Complete and sign this form and submit your non-refundable commitment deposit of \$1500 by 4/30/2022. This payment will secure your place in the DPT@USC program.

Name

USC ID:

Address:

Email:

Phone:

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 June 2022 cohort.
Please complete and electronically sign this form. After submitting this package, you will receive an email with instructions on how to submit your non-refundable commitment deposit. This payment will secure your place in the USC Division of Biokinesiology and Physical Therapy's hybrid DPT Program. This deposit will be applied to your first tuition bill.
- I will not be attending the Hybrid Doctor of Physical Therapy program at USC.

Signature: *

Date: April 16, 2022



Statement of Acknowledgement

Please review the acknowledgements below and confirm your understanding of each item by initialing next to each statement. If you have any questions or concerns, please contact an admissions counselor by phone at 855.751.0083 or by emailing admissions@dpt.usc.edu.

I understand and acknowledge the following (*please initial each box*):

Informed Consent

The hybrid Doctor of Physical Therapy (DPT) program at the USC Division of Biokinesiology and Physical Therapy is an academic program designed to enable a graduate to sit for the National Physical Therapy Exam (NPTE) and meet the requirements to become a licensed physical therapist in the United States.

Furthermore, you hereby acknowledge your receipt and understanding of the following:

{ \$In } (1) I acknowledge I am enrolling in the hybrid Doctor of Physical Therapy program (henceforth the “Program”) at the USC Division of Biokinesiology and Physical Therapy, a hybrid online on-campus Doctor of Physical Therapy program. USC is regionally accredited by the Western Association of Schools and Colleges (WASC) and the Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

{ \$In } (2) The Program is an academic program provided by USC and administered online from the school’s Health Sciences campus in Los Angeles, California, with additional on-campus components.

{ \$In } (3) The Program confers an academic degree and does not itself constitute a professional credential/license.

{ \$In } (4) I am required to complete 115 units as part of the Program through a proprietary online platform. I additionally acknowledge that as part of the Program curriculum I will be required to attend a minimum of 10 immersion experiences as a prerequisite for graduation, translating to approximately 60 days on-campus over the course of the three-year program. I understand that I will be responsible for the associated travel and program costs.

{ \$In } (5) Each state establishes its own rules, standards and procedures for the licensure of Physical Therapists, which may be different from the requirements to qualify to practice in California. It is my obligation to understand the requirements of the state(s) in which I intend to practice, which may include specific examination(s) or other unique requirements.

{ \$In } (6) I understand that the Program may not be authorized in all states, and therefore if I move, I may not be able to continue in my program. Should I plan to move, I will contact my Student Success Advisor well in advance to determine my options for continuing in the Program. A list of states where the Program is currently authorized to operate is located at: <https://dpt.usc.edu/legal/state-authorization-information>

{ \$In } (7) I understand acknowledge that I may have access to personal health information (“PHI”), as defined by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) as part of my access to the DPT@USC Learning Management System. As a condition to my access to any PHI, I agree to



maintain the confidentiality of the PHI to which I have access, and in doing so shall comply with all applicable state and federal laws and regulations, including, without limitation, the HIPAA Privacy Rule, which requires the safeguarding of PHI and set limits on the uses and disclosures of PHI.

{ \$In } (8) I acknowledge that Program has a Student Handbook, which sets forth various policies regarding the Program. I understand that I have access to and can obtain a copy of the Student Handbook at any time via the Learning Management System or by requesting a copy from my Student Success Advisor. I understand and agree that I am to familiarize myself with and abide by the policies set forth in this document. I understand that failure to comply with any policies stated in the Student Handbook can result in disciplinary action up to and including dismissal from the program.

{ \$In } (9) I further understand that all Program policies and practices, whether they are in the Student Handbook or not, may be unilaterally changed, amended, modified, reduced or discontinued by USC at any time in its sole judgment and discretion. I also understand that any amendment to the Student Handbook will always govern and supersede any prior versions.

{ \$In } (10) I understand that during my participation in the Program, I will access my classes, assignments and interact with faculty and other students through an online Learning Management System. Once enrolled, I will receive access to the Learning Management System, which will allow me to access general university and program information, asynchronous materials that are part of my program, social media features of the learning management system, and other information pertinent to the Program. Additionally, I will have access to live class sessions through the learning management system, each of which will be recorded and archived in the learning management system.

{ \$In } (11) By submitting my Intent to Enroll form, I understand and acknowledge that I will be required to interact with the learning management system as part of the Program, and I agree to the Terms of Use and Privacy Policy found [here](#).

Live Sessions, Preparedness and Technology:

{ \$In } (12) Students are required to participate in weekly live synchronous classroom sessions as well as complete asynchronous course content for the program. To maintain program success, plan to spend 2-3 hours per week for every registered credit hour.

{ \$In } (13) Students are required to meet the minimum technology requirements for classroom participation. This includes:

- a personal computer no older than 2-3 years
- reliable internet connection (hard-wired capability required)
- a webcam
- a working phone line
- an iPad
- an iMount for iPad
- Students will also be required to purchase additional Applications for certain classes

{ \$In } (14) Students are required to purchase additional materials for the program and will be provided with a Required Equipment list prior to the start of class.



{{ \$In }} (15) Students must maintain professionalism during weekly live sessions. You are expected to present yourself as a professional with a purposeful and positive attitude while remaining engaged during live sessions. It is not acceptable to engage in non-academic activities while participating in class (i.e. Facebook, sending or receiving instant messages, online shopping, etc).

{#In=*IN_es_:signer:initials:showif(ITED=Enrolled)}



DPT@USC Clinical Education Experience Placement Articulation of Expectations and Agreement

Finding clinical education placements requires the combined efforts of the student, clinical education team, faculty, and the site. With multiple clinical rotations, our collective goal is for each rotation to meet each student's clinical requirements, as articulated by DPT@USC, and to allow each student to complete competencies of the clinical education curriculum.

Placement Policies

{} **Communication Expectations:** Throughout the placement process, you will have ongoing communications with the clinical education team. Your professionalism and patience is requested while the team explores appropriate placement sites for you. Please allow at least two business days for the clinical education team to respond to your outreach. Please monitor your DPT@USC email account and provide responses within 24 hours in order to continue moving forward in the placement process. It is imperative that you check your DPT@USC email daily. Students are expected to use their DPT@USC email address, as opposed to a personal email address, when contacting faculty and staff.

{} **Travel Distance:** DPT@USC values placement as an integral part of the program experience. While we will make reasonable attempts to place you in a geographically desired area, the quality of the placement is our primary concern. If there are insufficient resources for sites in your area, you may need to travel or relocate (at your expense) to complete required placements. All travel to and from placement locations, including but not limited to transportation and lodging, are at your expense. Students may not reject an approved clinical rotation, solely on the basis of site distance or required travel time. In order to meet necessary clinical diversification requirements for graduation, students may be required to travel further than the stated 100 mi radius.

{} **Relocation Notification:** We understand that you may need to relocate while you are in the program, for reasons unrelated to the program. If relocation occurs prior to your placement term and you have no additional coursework to complete, you may need to take a leave of absence from the program until the clinical education team is able to secure a placement in the new preferred placement area. In an effort to minimize disruption to your program of study, you must provide a *minimum* of 1 term of written notice prior to relocation. Placement is not guaranteed for students who do not adhere to the foregoing requirements. Once a placement site has been confirmed for a student, it is **required** that the student attend that placement location, regardless of where the student maintains permanent residence.

{} **Late Placement Expectations:** While the clinical education team makes every effort to secure a successful placement prior to the start of your placement course, on-time placement is not guaranteed. A variety of circumstances may impact our ability to place a student on time, including *regional limitations, state regulations, student relocation, student background check issues, diversity of clinical setting, and clinical instructor or site availability*. If you are not placed by the date the placement begins, you may be required to decelerate your plan of study, and in some cases, a relocation or additional travel distance may be involved to fulfill clinical placement requirements.

{} **Scheduling:** The placement portion of the program is a full-time commitment and you should expect to spend 50 weeks (consisting of 2, 6, 8 and 16 week clinical experiences). Students will be in the clinic for a total of 35 - 45 hours per week. The student is expected to adopt the same schedule as the clinical instructor, which may include a 4-10 work week, weekend or holiday coverage. Students' are



expected to attend every day of the clinical experience. This includes an on time arrival. In the event of tardiness, the student will be counseled by the entry level chair or the DCE and may be placed on clinical warning. In the event of any absence, students are required to contact both the school (via absence@pt.usc.edu) and the clinical facility. All absences are required to be made up per the Division but the discretion of the clinical instructor and CCCE will be taken into account.

† **Providing Referrals:** You are an active participant in the process. The clinical education team relies on your knowledge of local resources within and around your community. It is often helpful for you to provide leads (i.e. site names) in your community for the clinical education team to contact as part of the placement search process. You may NOT directly contact sites on your behalf. *All leads must be provided in writing through the Referral Form link.* The clinical education team must review and approve all placements in order to move forward. The clinical education team cannot guarantee that they will be able to secure a placement at your preferred site. Only approved placements will count towards graduation requirements. You may not secure or finalize placement details.

† **Background Checks and Other Clearances:** You are required to complete new student health requirements specifically related to state law, DPT@USC placement health clearances, CPR training (AHA BLS for the Healthcare Provider required, which includes an in person skills session) and other clearances (which may include background checks or drug screens) required by the program and/or placement site. If you fail to complete or maintain all clearances, you will be unable to continue in the program until you are fully compliant. In some cases, students may be required to obtain multiple background checks and/or state specific clearances during their studies. Your Student Success Advisor will provide details on how to complete these clearances.

Student acknowledgement of terms

I acknowledge that I understand the articulated expectations and policies related to my placement experience. I understand I am an active participant in the placement process, and will abide by the policies established by the program.

Signature: ·

Date: April 16, 2022

