

USC

UNIVERSITY
OF SOUTHERN
CALIFORNIA

*Professional
Development*



Orientation Guide

FOR NEW STAFF & FACULTY

2009

“Some universities have better alumni networks than others... I count three schools as the best of the lot: Wellesley, Notre Dame, and the University of Southern California. But the University of Southern California tops my list... In my opinion, the USC alumni network is the tightest, most effective, [of] any alumni network in the country.”

- Harvey Mackay

Dig Your Well Before You Are Thirsty; The Only Networking Book You'll Ever Need



USC Orientation Guide for 2009

*A Guide for New Staff and Faculty
of the University of Southern California*

Published by Professional Development

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(213) 740-5885

This guide is intended for use by USC faculty and staff in their orientation programs. Information contained in this guide is meant to be used as an aid to your orientation and does not, in any way, replace the official policies of the University. Because University policies are subject to change at any time, both faculty and staff should routinely consult the policies website for the most current iteration. **USC faculty are advised to consult the *Faculty Handbook* for additional information regarding policies and procedures, as well as issues related to academic curricula and research. The *Faculty Handbook* is available on the University policy website at www.usc.edu/policies.**

Table of Contents

A MESSAGE FROM THE PRESIDENT	1
KEY EVENTS AND HIGHLIGHTS IN USC’S HISTORY	2
THE ROLE AND MISSION OF THE UNIVERSITY OF SOUTHERN CALIFORNIA	4
USC’S PLAN FOR INCREASING ACADEMIC EXCELLENCE.....	5
UNIVERSITY OF SOUTHERN CALIFORNIA SENIOR ADMINISTRATION.....	6
USC RESOURCE AND REFERENCE MATERIALS FOR NEW EMPLOYEES	8
UNIVERSITY PAYROLL SERVICES.....	10
Office of the Comptroller.....	10
Employee Online Services.....	11
Sample Payroll Advice Slip	12
ADMINISTRATIVE OPERATIONS.....	13
USC OFFICE OF COMPLIANCE.....	16
CAREER AND PROTECTIVE SERVICES	17
Professional Development.....	17
Employee Recruitment Services	19
Department of Public Safety	20
Emergency Procedures at USC.....	22
Disability and Workers’ Compensation	24
Environmental Health and Safety	26
BUSINESS SERVICES	28
Mailing Services.....	28
Travel Management Services.....	28
USCard Services	28
AUXILIARY SERVICES	29
USC Transportation.....	29

TrojanHospitality.....	31
TrojanBookstores	32
FACILITIES MANAGEMENT SERVICES.....	33
USC INFORMATION TECHNOLOGY SERVICES	34
Telecommunication Services	34
Computing Services.....	34
USC Information Security Office	35
USC LIBRARIES.....	36
Norris Medical Library, Health Sciences Campus.....	37
DIVISION OF VICE PRESIDENT, STUDENT AFFAIRS.....	38
USC Recreational Sports.....	39
OTHER SERVICES OF INTEREST TO NEW STAFF & FACULTY.....	41
Center for Excellence in Teaching	41
Center for Excellence in Research	42
Center for Work and Family Life	43
USC Credit Union	45
USC Pharmacies.....	46
USC Ticket Office	46
USC Neighborhood Homeownership Program	47
Staff Assembly	47
Academic Senate.....	47
Black Staff and Faculty Caucus.....	48
LGBTQ Faculty & Staff Alliance at USC	48
USC Good Neighbors Campaign.....	48
USC University Club, University Park Campus	49
APPENDICES.....	50
A. Code of Ethics of the University of Southern California	50
B. Non-Discrimination Policy.....	51
C. University Park Campus (UPC) Map.....	52
D. Health Sciences Campus (HSC) Map	54

A Message from the President

Welcome to the Trojan Family! I hope your time at USC will be meaningful and rewarding. Just recently USC was named one of the top five colleges to work for in a national survey done by the *Chronicle of Higher Education*. You have chosen to join an enterprise that is more than the city's largest private employer, and more than a world-class private university. It is a gathering place for students, staff, faculty, and alumni who share certain values..

What are those values? Let me paraphrase our mission statement. First, we are committed to the development of human beings and society as a whole through the cultivation and enrichment of the human mind and spirit. That's the main business we're in—the people-development business.

Second, we are committed to striving for excellence in teaching, research, artistic creation, patient care, and public service—excellence as measured by the highest standards in the world.

Third, we are committed to helping our students acquire, in addition to knowledge and skills, such attributes as wisdom and insight, love of truth and beauty, moral discernment, understanding of self, and respect and appreciation for others.

Fourth, we are committed to maintaining an institution which is open to all, which is entrepreneurial and responsive to change, and which is private and unfettered by political control.

Finally, we are committed to building quality and institutional integrity for the long term—not just for the years ahead, nor for the decades ahead, but for the centuries ahead.

These are the values which undergird this institution, which give meaning to our efforts, and which motivate all of us as we serve this great university.

USC has been around for nearly 130 years, and like every enduring institution, we have faced challenges and cycles. We prove our mettle by how we respond to them. Ingenuity, resourcefulness, and resilience have been hallmarks of both USC and our hometown, Los Angeles. All of us who work for USC are united in a desire to do our best so that we can be proud of this university, its values, and its enduring value not only for our region but also for our world.



Steven B. Sample

President

Inventing the Future Honoring the Past

Key Events and Highlights in USC's History

1884

Our School of Music is founded.
We hold our first commencement.



1885

Our Medical School, the first in Southern California, is established.
Eight alumni form our first alumni association.

1888

Our football team plays its first game and trounces the opponent 16-0.

1892

Dr. Joseph P. Widney becomes our second president.

1904

Our first Olympic athlete, Emil Breitkreutz ('06), brings home a bronze medal.

1905

Our School of Pharmacy opens (the first in Southern California).

1906

Our department of physics offers engineering courses.

1909

Our department of education opens.

1912

Los Angeles Times sportswriter Owen R. Bird dubs our spirited athletic team the "Trojans."

1923

The first Rose Bowl game, in the present Pasadena location, finds us winning against Penn State 14-3.



We play in the first varsity football game ever held at the Los Angeles Memorial Coliseum, beating Pomona College 23-7.



1924

We establish the country's first school of international relations.
Our Trojans play their first baseball game.

1942

Our department of occupational therapy opens as one of the first programs of its kind in the nation.

1945

We establish the departments of biokinesiology and physical therapy.
Our department of drama is founded.

1946



KUSC goes on the air.
A stray dog, nicknamed George Tirebiter, is officially named our student body mascot.

1947

Fred D. Fagg Jr. becomes our sixth president.

1965

Our School of Dentistry founds its mobile dental clinic, now the oldest and most extensive self-contained facility of its kind.

1970

Historian John R. Hubbard is elected as our eighth president.

1971

Our Annenberg School for Communication is established.

1972

Our Joint Educational Project (JEP), one of the oldest service-learning programs in the United States, is launched.

1974

Our School of Urban and Regional Planning is founded.

1984

The XXIIIrd Olympiad comes to Los Angeles, and University Park campus is the site of the Olympic Village.

1991

Steven B. Sample becomes our tenth and current president.



1993

Ambassador Walter H. Annenberg gives \$120 million, at the time the largest cash gift to higher education.



1994

Professor George Olah wins the Nobel Prize in Chemistry.
Our Good Neighbors Campaign is inaugurated.

2001

Our Robert Zemeckis Center opens as the country's first digital filmmaking training facility.



2002

The "Building on Excellence" campaign closes and we set a new record in higher education by conducting the most successful fundraising effort ever, raising \$2.85 billion in nine years.










2003

The U.S. Department of Homeland Security selects us as its first Homeland Security Center of Excellence.

2004

The Los Angeles City Council dubs January 21 "USC Trojans' Day in L.A." to honor our 2003 National Championship football, women's volleyball, and men's water polo teams.

Our Board of Trustees approves a new strategic plan: USC's Plan for Increasing Academic Excellence.

<p>1870s</p> <p>Los Angeles citizens propose the concept of an institution of higher education.</p>	<p>1879</p> <p>A board of trustees is formed and secures a land donation from three community leaders — Ozro W. Childs, John G. Downey, and Isaias W. Hellman.</p>	<p>1880</p> <p>We formally open, with 53 students and 10 faculty.</p> <p>Marion McKinley Bovard is named our university's first president.</p>		<p>We establish a College of Liberal Arts, a university band, and a debate team.</p>
<p>1895</p> <p>Rev. George W. White becomes our third president.</p> <p>We adopt cardinal and gold as our official school colors.</p>	<p>1896</p> <p>A series of informal evening lectures forms the foundation of our law school.</p>	<p>1897</p> <p>We begin offering courses in dentistry.</p>	<p>1901</p> <p>Our college of fine arts moves to a picturesque location on a bluff overlooking the Arroyo Seco.</p>	<p>1903</p> <p>George Finley Bovard becomes our fourth president.</p> 
<p>Greek letter societies are established.</p> <p>The first edition of the <i>Daily Trojan</i> is published.</p>	<p>1919</p> <p>Our department of architecture, the first program of its kind in Southern California, opens.</p>	<p>1920</p> <p>Our School of Social Work is established.</p> <p>We open the College of Commerce and Business Administration, the first business school in Southern California.</p>	<p>1921</p> <p>Rufus B. von KleinSmid becomes our fifth president.</p> 	<p>1922</p> <p>Dental student Milo Sweet composes the music for USC's official fight song, "Fight On."</p>
<p>1925</p> <p>Our college of engineering is formed.</p>	<p>1929</p> <p>Our School of Public Administration opens.</p> <p>We establish the department of cinema—the nation's first filmmaking program.</p>	<p>1930</p> <p>June 6, the Trojan Shrine is unveiled in celebration of our 50th anniversary.</p> 	<p>1941</p> <p>The tradition of passing the bell between our crosstown rival school is established.</p> 	
<p>1948</p> <p>Troy Camp is founded.</p>	<p>1952</p> <p>We open our Health Sciences campus.</p>	<p>1954</p> <p>Tommy Trojan debuts, with rider Art Gontier.</p> <p>Our first Songfest is held at the Greek Theater.</p>	<p>1958</p> <p>Dr. Norman Topping becomes our seventh president.</p> 	<p>1961</p> <p>President Topping announces the "Master Plan for Enterprise and Excellence in Education," an academic blueprint that doubles our endowment.</p>
<p>1975</p> <p>Our Davis School of Gerontology is founded, the first of its kind in the country.</p>	<p>1976</p> <p>We launch "Toward Century II" fundraising campaign.</p>	<p>1979</p> <p>Fleetwood Mac invites the Trojan Marching Band to perform on the title song for the album "Tusk."</p> 	<p>1980</p> <p>We celebrate our centennial.</p> <p>James H. Zumberge becomes our ninth president.</p>	
	<p>1998</p> <p>Alfred Mann gives \$112.5 million to establish our Alfred E. Mann Institute for Biomedical Engineering.</p>	<p>Our schools of public administration and urban planning are merged to form the USC School of Policy, Planning, and Development.</p>	<p>1999</p> <p>Our medical school receives a \$110 million gift and is renamed the Keck School of Medicine of USC.</p>	<p><i>Time</i> magazine and the <i>Princeton Review</i> name us "College of the Year 2000" in recognition of our outstanding community service.</p>
<p>2005</p> <p>We claim our 11th football National Championship.</p> 	<p>2006</p> <p>Our Galen Center, a 255,000-square-foot arena with 10,258 seats opens to support USC men's and women's basketball and volleyball teams.</p>	<p>Our USC U.S.-China Institute is founded to support our globalization efforts.</p>	<p>Our USC School of Cinematic Arts receives its largest private donation, \$175 million, from alumnus George Lucas and his LucasFilm Foundation.</p>	<p>Today, 2009</p> <p>I attend New Employee Orientation and my contribution toward our traditions and history begins!</p>

The Role and Mission of the University of Southern California

The central mission of the University of Southern California is the development of human beings and society as a whole through the cultivation and enrichment of the human mind and spirit. The principal means by which our mission is accomplished are teaching, research, artistic creation, professional practice and selected forms of public service.

Our first priority as faculty and staff is the education of our students, from freshmen to postdoctorals, through a broad array of academic, professional, extracurricular and athletic programs of the first rank. The integration of liberal and professional learning is one of USC's special strengths. We strive constantly for excellence in teaching knowledge and skills to our students, while at the same time helping them to acquire wisdom and insight, love of truth and beauty, moral discernment, understanding of self, and respect and appreciation for others.

Research of the highest quality by our faculty and students is fundamental to our mission. USC is one of a very small number of premier academic institutions in which research and teaching are inextricably intertwined, and on which the nation depends for a steady stream of new knowledge, art, and technology. Our faculty are not simply teachers of the works of others, but active contributors to what is taught, thought and practiced throughout the world.

USC is pluralistic, welcoming outstanding men and women of every race, creed and background. We are a global institution in a global center, attracting more international students over the years than any other American university. And we are private, unfettered by political control, strongly committed to academic freedom, and proud of our entrepreneurial heritage.

An extraordinary closeness and willingness to help one another are evident among USC students, alumni, faculty, and staff; indeed, for those within its compass the Trojan Family is a genuinely supportive community. Alumni, trustees, volunteers and friends of USC are essential to this family tradition, providing generous financial support, participating in university governance, and assisting students at every turn.

In our surrounding neighborhoods and around the globe, USC provides public leadership and public service in such diverse fields as health care, economic development, social welfare, scientific research, public policy and the arts. We also serve the public interest by being the largest private employer in the city of Los Angeles, as well as the city's largest export industry in the private sector.

USC has played a major role in the development of Southern California for more than a century, and plays an increasingly important role in the development of the nation and the world. We expect to continue to play these roles for many centuries to come. Thus our planning, commitments, and fiscal policies are directed toward building quality and excellence in the long term.

Adopted by the USC Board of Trustees; February 3, 1993

USC's Plan for Increasing Academic Excellence

Building Strategic Capabilities for the University of the 21st Century

USC's academic excellence, status, and reputation have increased greatly over the past decade. As we proceed to make even greater contributions to the cultivation and enrichment of the human mind and spirit, we will continue to implement the strategies which have served us well. The university's present planning process looks ahead over the next 10 to 20 years, and we have been mindful of the many uncertainties that face society. Rather than attempting to provide a detailed road map of uncertain terrain, we have identified a set of strategic capabilities that will help position USC to meet challenges that are unknowable today.

Three core approaches will underlie our efforts:

Meeting Societal Needs: We will conduct a range of research and scholarship that advances knowledge and at the same time addresses issues critical to our community, the nation, and the world.

Expanding Global Presence: We will create a significant global presence that will increase international visibility, reach, and impact of our research, scholarship, art, education, and service.

Promoting Learner-Centered Education: We will focus our educational programs on meeting the needs of qualified students worldwide, from undergraduates through continuing professional development. This commitment will guide our choices regarding pedagogy, instructional technology, curriculum, admissions, and support services.

Our ethical principles and core values regarding free inquiry, community, and informed risk-taking underpin each of these commitments.

To facilitate such an evolution, USC will focus on developing four strategic capabilities:

- A. **Span Disciplinary and School Boundaries to Focus on Problems of Societal Significance.** We must create mechanisms that remove structural disincentives to collective efforts on problems of major significance.
- B. **Link Fundamental to Applied Research.** We will have to overcome longstanding divisions between fundamental and applied research and scholarship, and build closer relationships between the core arts and science disciplines of the College and our professional schools.
- C. **Build Networks and Partnerships.** Because USC will not encompass all the skills and knowledge required to address major societal needs and questions, many of which having global implications, we will have to develop new partnerships and joint-ventures with various kinds of entities.
- D. **Increase Responsiveness to Learners.** To become learner-centered, USC must develop three related capabilities:
 - (1) create educational structures and methods that better fulfill student needs,
 - (2) harness technology for more responsiveness and flexibility in education, and
 - (3) offer learning opportunities beyond graduation and across the world.

University of Southern California Senior Administration



Steven B. Sample

President

Sample became USC’s 10th president in March 1991. A tenured professor in the USC Viterbi School of Engineering, Sample regularly teaches undergraduates, including a much sought-after course titled “The Art and Adventure of Leadership.”



C. L. Max Nikias

Executive Vice President and Provost

Nikias became provost and senior vice president for academic affairs in June 2005. He is USC’s chief academic officer and the second-ranking officer under the president. All of the university’s deans report to the provost, as do the divisions of student affairs, student religious life, information technology services and enrollment services. He also chairs the medical school’s clinical operations oversight committee.

Elizabeth Garrett

Vice President for Academic Planning and Budget

Michael L. Jackson

Vice President for Student Affairs

Barry Glassner

Executive Vice Provost

Nelson Eugene Bickers

Vice Provost for Undergraduate Programs

Mitchell R. Creem

Vice Provost

Randolph Hall

Vice Provost for Research Advancement

Krisztina Holly

Vice Provost and Executive Director, USC Stevens Institute

Suh-Pyng Ku

Vice Provost and Executive Director, Office of Continuing Education and Summer Programs

Martin Levine

Vice Provost for Faculty Affairs

Jerome A. Lucido

Vice Provost for Enrollment Policy and Management

Jean Morrison

Vice Provost for Graduate Programs

Adam Clayton Powell III

Vice Provost for Globalization

Ilee Rhimes

Chief Information Officer and Vice Provost for Information Technology Services

Michael Preston

Vice Provost for Strategic Initiatives



Martha Harris

Senior Vice President, University Relations

Harris was named senior vice president for university relations in 2001. She provides strategic direction and leadership for USC’s outreach and reputation through the work of government relations, civic and community relations, alumni relations, public relations and media, health sciences public relations and marketing, and protocol, events and cultural relations.

Kristen F. Soares

Interim Vice President, Civic and Community Relations, and Associate Senior Vice President, Government Relations

Brenda Barnes

President, USC Radio

Dennis Cornell

Chief of Protocol and Associate Senior Vice President, University Relations

Susan Heitman

Associate Senior Vice President, University Public Relations

Jane Brust

Associate Senior Vice President, Health Sciences Public Relations and Marketing, and Associate Dean, Keck School of Medicine of USC

Scott Mory

Associate Senior Vice President, Alumni Relations

Holly Bridges

Executive Director, Public Relations Projects


Todd R. Dickey

Senior Vice President, Administration

Dickey was named senior vice president for administration in April 2005. He is responsible for providing leadership for the university's administrative departments, including general counsel, campus development, facilities management services, auxiliary services, administrative operations, career and protective services, compliance, internal audit, contracts and grants, trademarks and licensing services, real estate and asset management, information security and university secretary.

Carol Mauch Amir

General Counsel and Secretary of the University

Curtis D. Williams

Vice President, Campus Development and Facilities Management Services

Laura LaCorte

Associate Senior Vice President, Compliance and Contracts and Grants

Charles E. Lane

Associate Senior Vice President, Career and Protective Services

Howard Levy

Associate Senior Vice President, Audit Services

Janis B. McEldowney

Associate Senior Vice President, Administrative Operations

Amir Rahnamay-Azar

Associate Senior Vice President, Operations

Kristina E. Raspe

Associate Senior Vice President, Real Estate and Asset Management

Daniel R. Stimmler

Associate Senior Vice President, Auxiliary Services


Margo Steurbaut

Interim Vice President, Finance

Steurbaut, appointed interim vice president for finance effective July 1, 2008, oversees financial and business support systems, including budget and planning, treasury, comptroller and financial services. Additionally, as associate senior vice president for budget and planning, she leads a team responsible for the university's annual operating budget of nearly \$2 billion.

Erik Brink

Associate Senior Vice President, University Finance, and Comptroller

Robert V. Johnson

Associate Senior Vice President, Financial and Business Services

Ruth Wernig

Associate Senior Vice President, University Finance, and Treasurer


Courtney Surls

Interim Vice President, Development

Surls was named interim vice president for development effective July 1, 2008. She directs USC's relations with the philanthropic and volunteer communities, including prominent individual supporters, charitable foundations, corporate donors and alumni.

Sam Martinuzzi

Associate Senior Vice President, University Advancement

Thom Rhue

Associate Senior Vice President, University Advancement

James Rawitsch

Assistant Vice President, University Advancement

USC Resource and Reference Materials for New Employees

USC Chronicle is the University's weekly faculty/staff newspaper, published by the USC Office of University Public Relations. It features a calendar of campus events, news and feature stories about faculty, research, students, academic matters and neighborhood outreach programs.

Published: Weekly from the end of August through the end of May. It does not publish during winter and spring recesses.

Distributed: To all benefits-eligible employees through campus mail and placed in various spots around campus

Stories that appear in the Chronicle can be found at: www.usc.edu/uscnews/

Website: www.usc.edu/uscnews/

Contact: (213) 740-2684

The Weekly is the Health Sciences Campus weekly faculty/staff/student newspaper; published by Health Sciences Public Relations. It features a calendar of Health Sciences campus events, news and feature stories about faculty, research, students and neighborhood outreach programs.

Published: Weekly on Fridays, September through June and biweekly during the summer. It does not publish in weeks with a university holiday.

Distributed: Placed in lobbies of all major HSC buildings on Fridays

Website: <http://uscnews.usc.edu/hscweekly/>

Contact: (323) 442-2830

Daily Trojan is the daily campus newspaper published by USC students. Included are news articles, sports coverage, editorials, letters, reviews, features about the university, classifieds, and other information. The paper is recognized as one of the principal means of bringing student concerns to the attention of the university's faculty members and administrators, and formulating student opinion on various issues on campus and in the world at large.

Published: Monday-Friday, late August through early May, with a weekly edition during the summer.

Distributed: Placed in lobbies or at the front of all major buildings

Website: www.dailytrojan.com

Contact: News (213) 740-5667; Advertising (213) 740-2707

El Rodeo is the annual yearbook for the USC campus. Student writers, photographers, and designers create a new, full-color edition each year, chronicling the facets of campus life that make USC unique, and documenting the university's evolution. Sections include Student Life, Academics, Sports, Clubs and Organizations, Life Styles, and Graduates. Portraits of graduating students and organizations are taken during the fall (see the website for dates).

Books may be pre-ordered in the fall at a discount.

Published: Each April

Distributed: Ordered via Credit Card or USCard online

Website: www.uscelrodeo.com

Contact: (213) 740-2707

SCAMPUS is a guidebook for USC students published annually by University Publications, containing information on: getting started, academic resources, student services, information resources, safety, exploring Los Angeles, university policies and the student conduct code. It also includes a detailed telephone directory and a maps section which includes the University Park and Health Sciences campuses and North University Park area with tram routes.

Published: June

Distributed: At student orientation, to students living in student housing and Greek houses, from the Hazel and Stanley Hall for students with ID

Website: www.usc.edu/scampus

Contact: (213) 740-2200

USC Catalogue offers comprehensive information on degree and program requirements, as well as general information about USC. It is the document of authority for all students. Published annually by University Publications.

Published: June

Distributed: At student orientation, to academic departments and for purchase in the USC Pertusati Bookstore

Website: www.usc.edu/catalogue

Contact: (213) 740-2200

USC Schedule of Classes is published online for spring, summer, and fall semesters by the Office of the Registrar and University Publications. Contains information on registering and scheduled class times, locations and instructors, course descriptions and syllabi.

Published: March (fall schedule); October (spring schedule); February (summer session schedule)

Website: www.usc.edu/soc

Contact: (213) 740-2200

USC Trojan Family Magazine is the alumni magazine published by the USC Office of University Public Relations. It provides a vital link to and contains feature articles about the accomplishments of faculty, students, alumni, donors, and friends of USC.

Published: Quarterly

Distributed: Mailed to alumni, faculty, donors, undergraduate parents, and friends of USC

Website: www.usc.edu/dept/pubrel/trojan_family

Contact: (213) 740-2684

USC Health Now is published online by Health Sciences Public Relations. It features weekly in-depth consumer health stories and interactive tools with information from USC's broad range of health experts.

Published: Weekly on Mondays

Distributed: : E-mailed directly to subscribers. Sign up a free subscription at the Website.

Website: www.usc.edu/healthnow

Contact: (323) 442-2830

Other Websites of Interest to New Employees of USC:

USC Home Page	www.usc.edu
USC Faculty Handbook	www.usc.edu/policies
USC Administration	www.usc.edu/about/admimistration
USC Factbook	www.usc.edu/about/factbook/
Faculty and Staff Directory	www.usc.edu/directories
Calendar of Events	www.usc.edu/calendar
University Policies	www.usc.edu/policies
Academic Calendar	www.usc.edu/academics/calendar
History of USC	www.usc.edu/about/history
USC Credit Union	www.USCcreditunion.org
Employee Benefits	www.usc.edu/benefits
USC Admissions	www.usc.edu/admission

University Payroll Services

CONTACT INFORMATION:

UGB:

University Gardens Building
UGB 212
(213) 740-8855
(213) 740-2742 Employment
Verification Phone Line
(213) 821-2033 OTIS Help
Desk (for USC'S Online
Timekeeping System)

HSC:

Parkview Medical Building
PMB 300A
(323) 442-2775

www.usc.edu/payroll
Email: payroll@usc.edu

www.usc.edu/otis (USC's
Online Timekeeping System)
Email: otisc@usc.edu

How to Apply for Direct Deposit (or CashPay)

Forms—available at www.usc.edu/payroll or from your Home Department Coordinator.

Implementation—It takes about 3-4 weeks after submission to set up the authorization for transfer with financial institutions after submission. Pay will be in check form until the Direct Deposit is authorized by your financial institution(s).

Cancellation—If you close any of your "Direct Deposit" accounts you must submit a Direct Deposit Cancellation form to Payroll Services office to cancel Direct Deposit. The form must be submitted by the end of a month to take effect in the following month. Any delay in notification may cause a delay in receipt of your pay if it is transferred to the institution with whom you have closed your account.

OFFICE OF THE COMPTROLLER

Home Department Coordinator (HDC)

The University has assigned someone in your home department to be a liaison between you and the University Payroll Services office, and any other central office administering personnel needs, like Benefits Administration. Among other duties, HDCs are responsible for the input of payroll and personnel data in the University Payroll/Personnel/Benefits system, and ensuring that employees are paid on a timely basis and in accordance with all laws and USC policies. As a new employee, you need to know that your Home Department Coordinator will:

- Collect data from you on a W-4 form, I-9 form and others;
- Enter your data into the payroll system;
- Send your paperwork to the University Payroll Services office for review and approval so that you can be set up to be paid;
- Be your first point of inquiry for any payroll or employment questions you may have.

Payroll Pay Frequency

There are two pay frequencies: bi-weekly and monthly. Your Home Department Coordinator or supervisor will be able to tell you which cycle you will be working within.

Monthly Payroll Period

Faculty and exempt employees paid on the monthly cycle are paid on the 26th of each month for work performed from the first through the last day of that month. If the 26th falls on a weekend or holiday, payday is the working day immediately prior to the weekend or holiday. For example, if the 26th of the month is a Sunday, payday would be Friday the 24th.

Biweekly Payroll Period

Non-exempt staff and student workers are paid on a biweekly schedule. The University work week is Thursday through Wednesday. For paydays, log on to www.usc.edu/otis, click on "Biweekly pay schedules."

Payment Methods

There are two ways to get your pay at USC:

Direct Deposit – This is a safe and secure way to receive your pay. The net of your paycheck will be electronically deposited into one or more accounts in the financial institutions that you designate. If you select this option, your net pay will generally be available no later than 8:00 a.m. on payday. You will receive an email notification when your pay information is available to view or print on eTrac at www.usc.edu/etrac.

You can opt to receive a print out of your payroll 'Advice Slip' from your Home

Department Coordinator by going to “Work Information Update” any time and change your printing preference.

In addition, you may choose to receive your pay through the “CashPay” option. It is another form of Direct Deposit. For detailed information, go to www.usc.edu/payroll, Payroll F.A.Q.—CashPay Questions, or ask your Home Department Coordinator.

NOTE: If you choose the direct deposit option and change your bank or account at a later date, you must submit a direct deposit cancellation form to University Payroll Services at least 15 days prior to the effective date. Failure to do so may cause a delay in receipt of your pay!

Paycheck – You can opt to receive your paycheck with an attached check stub listing all your earnings, taxes, and deductions. This will be made available to you by your Home Department Coordinator on the designated pay day for your cycle.

EMPLOYEE ONLINE SERVICES

eTrac – USC Employee Online Services

eTrac is a self-service online system where you can access your personnel, employment, payroll and benefits information at any time of day from any web-enabled computer. Some of the features on eTrac include viewing your paystubs, updating your own information, signing up for, changing or canceling Payroll Direct Deposit, and enrolling in your benefits plans. Go to www.usc.edu/etrac, set up a PIN to access the system, and then just log in. Online help is available with detailed instructions on using every part of eTrac. For more information on eTrac, go to www.usc.edu/payroll/etrac, or contact your Home Department Coordinator.

OTiS – USC’s Online Timekeeping System

It is a web based timekeeping system for all non-exempt staff employees to record their time worked and vacation and sick accruals. OTiS also allows for approvers to approve employee time electronically. For more information, log on to www.usc.edu/otis.

W-2 (Year End Tax Statement)

USC has engaged with a third party service provider for electronic W-2 delivery. Once signed up, you will receive a notification by email at the earliest possible date in January for your online W-2. You can also download it to certain tax software for convenient tax preparation. Please refer to the payroll website at www.usc.edu/payroll, Payroll F.A.Q. – Year End Tax Form Questions for details on how to sign up.

Employment Verification

USC is also offering a fast and secure way to provide Employment Verification. University Payroll Services or its designated party is the only entity that can provide Employment Verification. For detailed information, log on to www.usc.edu/payroll, Payroll F.A.Q. – Employment Verification Questions.

How to Get Your Staff/ Faculty I.D.

- Confirm with your Home Department Coordinator that you have been entered in the payroll system
- **UPC:** Bring photo ID (such as your driver's license or passport) over to the USCard Offices in the lobby of the Commons Building or PSD
- **HSC:** Bring photo ID to the One Stop Express office in the lobby of the Seaver Residence Hall
- Fill out appropriate forms there
- Have your picture taken and pick up your new ID card

SAMPLE PAYROLL ADVICE SLIP (FOR DIRECT DEPOSIT)

This Advice Slip is for demonstration purposes and is not a precise replica. Official Advice Slips are printed on green paper.



University Payroll Services
 University Park
 Los Angeles, California 90089-8016

TOMMY TROJAN
 0202-50-0000 University Payroll Services
 Electronic Direct Deposit #123456789

Employee Id: 0123456 SSN: ***-**-**** Fed: S-01 State: S-01
 Payroll Period: 01/10/2008 thru 01/23/2008 Paydate: 01/30/2008
 Vacation: 112.5 hrs Sick: 75.0 hrs As Of: 01/01/2008
 USC ID: 1234567890 Net Amount: *****1,032.64

Description	Hours	Rate	Current Amt	Year to Date
EARNINGS				
Regular Time	75.00	20.25	1,518.75	
TOTAL EARNINGS			1,518.75	3037.50
REDUCTIONS				
USC Network			36.50	73.00
Delta Dental			9.50	19.00
TIAA			75.93	151.86
USC Short Term Disability			3.04	6.08
USC Disability Insurance			8.83	17.66
TAXES				
Fica - Medicare			90.57	181.14
Fica - OASDI			21.18	42.36
Federal Tax			159.48	316.96
State Taxes-CA			38.00	76.16
DEDUCTIONS				
Gold Parking			40.00	80.00
LA Parking Tax			4.00	8.00
USC PAID ITEMS				
USC-NETWORK			178.21	356.42
Delta Dental			13.30	26.60
TIAA			151.87	303.74
DIRECT DEPOSIT BANK INFO				
Bank of America, NT & SA	Acct *****0000		*****258.16	
USC CO	Acct *****9999		*****774.48	
** See reverse for important messages **				

Explanation of items that may appear on your advice slip (individual advice slip details will vary):

- Payroll Period** – The pay information on the advice slip applies to the time you worked on these dates.
- Vacation/Sick/As Of** – This line lists your vacation hours and sick hours available “as of” the date shown.
- Earnings** – Your gross earnings are what you have earned for the pay period.
- Reductions** – Reductions are taken before taxes are calculated (e.g, health & dental plans, tax-deferred retirement contributions, etc.).
- Taxes** – Taxes are calculated based on your earnings after reductions have been taken.
- Deductions** - Deductions are taken after taxes are calculated (e.g., optional benefits, USCard charges, charity contributions, etc.).
- Prior Deductions** – These are year-to-date reductions/deductions for items with no activity during this pay period.
- USC Paid Items** – This section lists contributions USC paid to your benefits plans for the pay period.
- Direct Deposit Bank Info** – This info shows how your net pay was electronically deposited to your bank account(s).

Administrative Operations

Services Related to Your Employment at USC

The Division of Administrative Operations brings together many of the departments that provide central services relative to your employment at USC. These services include administration of employee benefits, handling employee complaints, advisement on employment policy and compliance with federal and state employment law, and development and communication of university policies.

Benefits Offices

Benefits Administration administers benefits programs including establishing eligibility for employees and their dependents, enrollment, status changes, and counseling. You will receive detailed information about your benefits and assistance with enrollment during orientation, including information about online benefits enrollment via eTrac.

Child Care Programs

Included among university employee benefits are subsidized child care programs on each campus. The Health Sciences program accommodates children from six weeks of age through five years of age. The University Park program accommodates children from six weeks of age through sixth grade. Staff in these programs are also available to advise employees on parenting issues and to provide referrals to alternative care options. For enrollment information or to schedule a tour, please contact either the UPC or HSC Child Care offices or visit the Child Care Programs website.

Employee Relations

Employee Relations facilitates impartial and timely dispute resolution of workplace problems for staff employees. The Employee Relations Office serves as the university community's dispute resolution experts, addressing workplace problems for staff employees via the Staff Complaint Procedure. Employee Relations will assist all staff employees in the resolution of employment concerns in a supportive and impartial manner. Staff employees may utilize this process regardless of length of service with the university. This procedure is not available to staff who are subject to collective bargaining agreements (unless the collective bargaining agreement so provides), faculty, students (including teaching assistants and research assistants), and employees of temporary agencies. To review the procedure in its entirety, please visit the USC Policies website at www.usc.edu/policies.

CONTACT INFORMATION FOR BOTH CAMPUSES:

www.usc.edu/adminops

CONTACT INFORMATION:

UPC:

Credit Union Building
3720 S. Flower Street
CUB 200
(213) 740-6027

Email: benefits@usc.edu

HSC:

Personnel Services
Keith Administration
Building
KAM 409
(323) 442-1010

Email: hscpers@usc.edu

www.usc.edu/benefits

CONTACT INFORMATION:

UPC programs: ABACCC

2716 Severance Street
(213) 743-2446

Email: upckids@usc.edu

HSC: CCC

2250 Alcazar Street
(323) 442-3333

Email: hskids@usc.edu

www.usc.edu/childcare

CONTACT INFORMATION:

Credit Union Building

3720 S. Flower Street
CUB 200
(213) 740-7734
Mail code: 0704

HSC:

Parkview Medical Building
1420 San Pablo Street
PMB 307B
(323) 442-2020
Mail code: 9055

**CONTACT INFORMATION FOR
BOTH CAMPUSES:**

UPC:

Credit Union Building
3720 S. Flower Street
CUB 208
(213) 740-5086
Mail code: 0704

HSC:

Parkview Medical Building
1420 San Pablo Street
PMB 307B
(323) 442-2020
Mail code: 9055

www.usc.edu/equity

Equity and Diversity

Equity and Diversity investigates complaints by faculty, staff, students and applicants who believe themselves to be harmed by sexual harassment or discrimination, and/or harassment related to issues that have protected class status. Should a complaint of sexual harassment, and/or discrimination and harassment be brought to your attention, it is extremely important that you contact the Office of Equity and Diversity immediately. In order to assure that all complaints are addressed quickly and appropriately, departments may not proceed in any way to investigate allegations of this sort on their own. As part of your employment at USC, you are required to take training in the prevention of discrimination and harassment. This training is primarily provided via an online course administered by the Professional Development Office.

The university is committed to maintaining an environment that is free from discrimination, sexual harassment, or harassment related to the following categories: race, color, sex, religion, national origin, ancestry, physical or mental disability, age (over 40 in employment issues), sexual orientation, marital status, family care leave or its denial, pregnancy disability leave or its denial, disabled veteran or veteran of the Vietnam era, or retaliation for complaints related to these categories. To this end, a formal written policy has been developed that specifies certain behaviors by individuals which fall within the definition of discrimination or harassment, including sexual harassment, and which are therefore subject to sanction and are prohibited. No employee of the university may engage in such discrimination, harassment or retaliation.

Additionally, the university has a policy regarding mandatory training on sexual harassment and prohibited harassment and discrimination. All faculty and staff employees may periodically be required to complete harassment awareness training programs provided by the University. For staff, failure to complete the required training shall be grounds for discipline, which may include termination.

Additional information, including complete information regarding USC's policies against harassment (including sexual harassment) and discrimination, as well as complaint procedures, may be found at www.usc.edu/policies.

For additional information, or to report a complaint of harassment or discrimination, please contact the Office of Equity and Diversity at (213) 740-5086.

Additional Resources:

Faculty may contact the Vice Provost for Faculty Affairs, at (213) 740-6715.

On the Health Sciences Campus, faculty may contact Faculty Affairs at (323) 442-1619.

Staff may also contact the Office of Employee Relations to discuss work issues related to other forms of harassment, or other workplace issues, at (213) 740-7734.

Personnel Services

Personnel Services is dedicated to serve as a source of information and expertise to employees and departments in the areas of employment policies and procedures, staff compensation, coaching and performance planning, disciplinary/termination actions, leaves of absences, accommodations of disabilities issues, and other related services. The office provides services and partnerships to Human Resources representatives in schools and departments primarily, but may field questions and assist managers, supervisors, and employees directly. Questions about creating and classifying positions, developing appropriate job descriptions, compensation guidelines, strategies for reorganizations and/or changes in terms and conditions of employment should also be directed to Personnel Services.

CONTACT INFORMATION:

UPC:

Credit Union Building
3720 S. Flower Street
CUB 218
(213) 821-8111
(213) 821-8280
Compensation
Mail code: 0704

HSC:

Keith Administration
Building
KAM 409
(323) 442-1010
Email: hscpers@usc.edu

www.usc.edu/adminops

University Policy and Your Employment at USC

The USC Code of Ethics serves as the foundation for behavior within the university community. As it states, ethical behavior is predicated on two main pillars: a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons.

In addition to this foundational code of behavior, university policies have been established to meet requirements of federal and state law, help create a safe and productive academic and work environment, and provide for the fair and consistent application of employment practices, compensation and benefits.

All university employees are expected to be familiar with and follow university policies. Violations of university policy are considered cause for disciplinary action, including termination. Faculty disciplinary action follows the procedures published in the Faculty Handbook.

University policies are posted online at www.usc.edu/policies. The policies are categorized by topic and each section topic is explained on the home page. The site includes an alphabetical index as well as search capability. Each policy includes contact information for the department to call if you have questions about the policy. Periodically, you will be sent updates to university policies through campus mail or receive notifications via email highlighting recent changes to university policy. Changes to policy also are noted on the website under “Changes to University Policy.”

CONTACT INFORMATION FOR BOTH CAMPUSES:

www.usc.edu/policies
(213) 821-8129
Email: clinger@usc.edu

USC Office of Compliance

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

University Gardens Building
UGB 105
(213) 740-8258
www.usc.edu/compliance

Compliance HELP and HOTLINE (213) 740-2500

When to Use the Compliance Help and Hotline

If you have questions regarding the obligation of the university community to comply with certain laws, rules, and regulations, or if you have knowledge or a good faith belief that a law, regulation, or institutional policy has been, is being, or may be violated, take the following actions:

- If you feel comfortable doing so, bring the question or matter to the attention of your supervisor, chair, or dean directly.
- Otherwise, call the USC Help and Hotline at (213) 740-2500, and ask your question, or report your knowledge or belief about the alleged non-compliance issue.

Please refer to the compliance website for further information.

The Office of Compliance was established in November 1998 to demonstrate USC's commitment to comply with applicable laws, rules and regulations, and to maintain the highest standards of ethical business conduct. The Office of Compliance oversees and facilitates the University's compliance efforts in such areas as healthcare, research, and privacy of patient health information, among many others. Some of our services include:

- Designing and providing education, training and guidance to USC faculty and employees (in conjunction with other USC departments) to ensure compliance and ethical conduct.
- Developing and revising university policies and procedures to take into account changes in laws and regulations that govern the institution.
- Providing advice and direction to USC faculty and staff to maximize compliance with regulatory requirements and university policy.
- Monitoring and overseeing the compliance efforts by the University community in cooperation with USC's Audit Services.
- Responding to concerns about possible non-compliance with laws and university policies, and preventing misconduct and other wrongdoing under the direction of the Office of General Counsel.

The Office of Compliance also has established a University-wide compliance Help and Hotline to answer questions regarding the obligations of the University community to comply with certain laws, rules and regulations. The USC Help and Hotline is available to anyone with compliance-related questions or who wishes to report in good faith a suspected violation.

Career and Protective Services

Career and Protective Services supports the university's academic, social and economic goals by recruiting and developing employees of the highest quality, promoting a safe and secure environment, and preserving the university's reputation and assets.

CONTACT INFORMATION:

UPC:

Associate Senior Vice
President
Hazel Stanley Hall
HSH 3rd Floor
(213) 740-6199

HSC:

Center for Health Professions
CHP 148
(323) 442-2221

<http://capsnet.usc.edu>

PROFESSIONAL DEVELOPMENT

Professional Development offers a variety of performance improvement programs for USC faculty and staff that are designed to enhance the effectiveness of individuals and work teams.

Through regularly scheduled courses (offered during the fall, spring and summer), custom-tailored workshops, or performance consulting, Professional Development staff can help to maximize employee effectiveness through workplace learning and development opportunities.

We offer a variety of workshops addressing such topics as leadership development and interpersonal skills. A sampling of these include the ABC's of Supervision, Basic Principles for a Collaborative Workplace, Behavioral Interviewing, The 7 Habits of Highly Effective People®, Connecting with Others, Managing Conflict, Providing Exceptional Customer Service, Team Building for Leaders, and Tools for Time Management. For a complete list of workshops and course descriptions, consult the current issue of the Professional Development catalog and schedule of classes, or the Professional Development website. (See highlighted box).

Xpress Learning Series (New!)

Highlights from some of our very popular workshops will be offered during abbreviated sessions. These short 90 minute to two hour training sessions will give you the opportunity to build both your personal and professional skills in keeping with today's fast-paced work environment

Computer Skills

Courses in the most popular business software packages, including Microsoft Windows, Word, Excel, Access, PowerPoint, HTML 4.0 Programming and MS Project are offered. Recently added desktop and web publishing courses include Acrobat 7.0, Flash, Dreamweaver, InDesign as well as "refresher" workshops.

Business Writing

These courses include Business Writing: A Three-Step Process, Revising and Editing Workshop, Punctuation and Word Usage – Refresher, Writing Effective Email, Writing for the Web and more.

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Hazel Stanley Hall
HSH 214
(213) 740-5885

<http://capsnet.usc.edu/ProfessionalDevelopment>

Annual Catalog and Workshop Schedule

For a list of Professional Development courses/descriptions and workshop dates, times and locations, please visit our website at: <http://capsnet.usc.edu/ProfessionalDevelopment> or contact the Professional Development Registrar at PDRegistration@caps.usc.edu to request a current annual catalog.

How to Register for Professional Development Classes

1. Peruse the Professional Development courses at: <http://capsnet.usc.edu/ProfessionalDevelopment>
2. Meet with your supervisor to discuss departmental and personal development goals, and decide on courses for the semester.
3. Register online or download a registration form from: <http://capsnet.usc.edu/ProfessionalDevelopment>. Confirmation of your registration status will be either emailed or campus-mailed to you.
Note: For online registration, you will need a USCnet Login username and password (ITS basic email account) to register.
4. Supervisors of online registrants will receive email notification confirming their employees' registration in classes.
5. For more information on Professional Development's online registration, contact the Professional Development Registrar at: PDRRegistration@caps.usc.edu or call (213) 740-5885.

Certificate Programs

These programs not only enhance workplace learning and performance, but allow individuals to package workshops to meet their career goals. Current Programs include:

- Certificate in Human Resource Management
- Certificate in Interpersonal Effectiveness
- Certificate in Management
- Certificate in Professional Business Writing
- Certificate in Professional Office Administration
- Certificate in Project Management
- Certificate in Supervision

Accounting

Our accounting courses are for those who need to understand USC's purchasing, expenditure, and sponsored projects accounting policies and procedures.

Information Security

USC's Information Security Office provides a variety of one to two hour workshops to help information system administrators and individual users meet security challenges confronting our information resources.

Special Topics

Topics offered include Tools, Positive Psychology and the Power of Taking a Strengths-Based Approach to Life, Office Politics and Civility, Understanding Psychological Type as a Means to Improve Workplace Relationships (MBTI), Defensive Driving, Sustainable Practices at USC, Sports and Health, Understanding Compensation Practices at USC and Beyond and others.

Diversity Resources: Communicating Effectively Across Differences

Professional Development offers customized workshops for teams and departments to learn about differences in methods of communication, making decisions, completing tasks and approaching conflict.

Performance Improvement Consulting

Professional Development can assess your department's work performance needs and recommend possible solutions designed to improve both individual and department effectiveness. Some examples of performance improvement intervention activities include needs assessments, team building, leadership development, retreat facilitation, and succession planning. In addition, many of our open calendar courses can be customized to meet the special needs of your department or academic unit.

Assessment Tools

Professional Development can help you bridge diversity in your work groups by using assessment tools that bring awareness to individual differences and strengths in order to capitalize on them. A few examples include:

- DiSC® – Dimensions of Behavior Personal Profile System
- Emotional Intelligence Appraisal™
- Myers-Briggs Type Indicator Personality Inventory (MBTI®)

Harassment Prevention Program

To comply with the USC Board of Trustees' mandate, federal and state legislation, and professional "best practices," all staff and faculty must complete the

2 hour harassment prevention online training course upon hire. Additionally, all University employees must complete the course on a bi-annual basis as directed by the policy. The *Harassment Prevention Program* initiative provides education on preventing sexual and other types of illegal harassment, and workplace discrimination for all employees. Information is available through your department administrators or by visiting our website at:

<http://capsnet.usc.edu/ProfessionalDevelopment/HarassmentPrevention/>.

You must complete the Harassment Prevention Training within the first 60 days of your employment. After you have obtained a USC email account, you will receive a personalized training link from the training vendor, **Workplace Answers**. If you do not receive your link within your first three weeks of employment please contact the Professional Development Registrar at (213) 740-5885 or send an email to harassmentprevention@caps.usc.edu.

Executive Development

These programs are designed especially for USC's senior leadership levels. The effectiveness of leadership is one of the most vital aspects of a high performing culture. The complexities of today's workplace require that leaders continue to gather tools and insights to assist them in accomplishing their goals and, ultimately, the university's strategic plan. This series is by invitation only. For more information, consult our website at: <http://capsnet.usc.edu/ProfessionalDevelopment/Services/ExecDevelopment.cfm>.

Academic Leadership and Development

These customized programs focus on faculty concerns. They are coordinated by Professional Development in partnership with the Academic Leadership and Development Committee and under the direction of the Provost's Office. Topics have included: Strategies for Success in the USC Environment, Career Success for Non Tenure-Track Faculty, Navigating Tenure Review (for 1st, 2nd and 3rd year Tenure-Track Assistant Professors), Dossier Preparation (for 4th and 5th year Tenure-Track Assistant Professors), and a series of sessions for Department Chairs. For more information, please visit the faculty portal website at: http://www.usc.edu/academe/faculty/governance/committees/charges/ald_workshops.html.

EMPLOYEE RECRUITMENT SERVICES

Employee Recruitment Services (ERS) is responsible for building the diverse and qualified talent pool that enables the University of Southern California to achieve its mission. ERS works with hiring managers to develop effective recruitment strategies, and with internal and external applicants interested in positions available at University Park, the Health Sciences Campus, and other University locations. ERS is also responsible for administering the Department of Transportation's Alcohol and Drug testing program for Commercial Drivers, auditing the University Policy on Hiring Casual and Temporary Workers, and administering the university's background screening program.

ERS operates as a strategic recruitment partner by assisting hiring managers in

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Figueroa Building
FIG 100
(213) 740-7252

How to Apply for USC Staff Positions

Apply online at:
www.usc.edu/jobs

identifying the skills needed to achieve their organization's goals and finding the best-qualified applicants. Serving as a model for excellence in talent acquisition, ERS provides hiring managers with consultation in applicant sourcing, advertising, interviewing, reference checking, negotiating offers and other recruiting strategies. In addition, Employee Recruitment Services administers job-related, pre-employment testing and skill assessments.

Employee Recruitment Services assists hiring managers in finding the best-qualified applicant for a position within a pool of qualified pre-screened applicants. One of the department's objectives is to find the most efficient recruitment process for both job applicants and hiring managers. Job applicants (internal and external) apply for open positions online via the USC employment website located at: www.usc.edu/jobs and the applicant's electronic application/resume becomes part of the automated resume tracking system. ERS Recruiters are responsible for assisting job applicants in finding jobs that are a good match between their skill set and the responsibilities that a position entails.

DEPARTMENT OF PUBLIC SAFETY

CONTACT INFORMATION:

UPC:

Parking Structure A
 3667 S. McClintock Avenue
 Los Angeles, CA 90089-1912
 PSA
 (213) 740-6000–Business
(213) 740-4321–EMERGENCY

HSC:

2200 Lambie Street
 Los Angeles, CA, 90033
 CPT
 (323) 442-1200–Business
(323) 442-1000–EMERGENCY

<http://capsnet.usc.edu/DPS/index.cfm>

USC is committed to providing a safe campus environment for students, faculty, staff, and visitors. The Department of Public Safety provides law enforcement and protective services to the USC campuses, partnering with all individuals to keep USC among the safest urban research universities in the country. To learn more about what DPS does and what you can do to keep USC safe, visit the Public Safety webpage, <http://capsnet.usc.edu/DPS/index.cfm>, and read the on-line version of the *Annual Security Report* at <http://capsnet.usc.edu/DPS/ASR/index.cfm>. Both will provide you with a variety of information on DPS and safety at USC.

- **Public Safety Officers (PSOs)** – 80 authorized, police academy trained and certified officers. Public Safety officers have peace officer powers of arrest authority and are armed with semiautomatic handguns, batons, and pepper spray. They take LAPD crime reports and patrol a four and a half square mile area on and off campus in marked patrol vehicles. Some officers are assigned duties as detectives, conducting follow-up investigations. Others are assigned to crime prevention, bike patrol, and some are cross-trained as Emergency Medical Technicians (EMT).
- **Community Service Officers (CSOs)** – 127 authorized officers. CSOs are unarmed, uniformed public safety personnel who are responsible for patrolling residential complexes and monitoring card-key access and closed circuit TV systems. Others are assigned duties in the department's alarm monitoring center, a part of the DPS Communications Center. They also work loss prevention at the bookstore, parking center, and at university hospitals.

- **Communications Operators** – 17 authorized Communications Operators (dispatchers) are on duty round-the-clock to receive and process incoming telephone calls requesting emergency and non-emergency services, as well as to provide information. They are the direct link between the caller and officers in the field.
- **Trojan Student Officers** – 40 authorized student officers. All are part-time workers in the Student Law Enforcement Program and are responsible for bike regulation and patrolling parking lots, structures and residential facilities, both on and off campus.
- **Emergency Phones** – more than 300 emergency phones, which are strategically located in many buildings, on each level of every parking structure and throughout the campus grounds. Most of these phones are easily identified by blue emergency lights. They are linked directly to DPS and should only be used in case of an emergency.

Programs

- **Adopt-a-Hall** – Public Safety Officers are assigned as liaisons to the university's residential community to address a variety of public safety issues as well as non-public safety issues.
- **Apartment, Building and Office Security Inspection** – a Crime Prevention Officer will survey your apartment, building or office to identify features which may make it an easy target for a burglar.
- **Bicycle Registration** – registration of your bike will increase the chance of recovery if your bike is stolen or impounded.
- **Lost & Found** – a centralized lost and found service where found item(s) are kept for a total of 90 days at the DPS office.
- **Operation ID** – a nationally recognized property identification program to prevent theft and aid in recovery.
- **Personal Safety Program** – discussion on incidence and avoidance of property crimes, crimes against persons, and statistics at USC, usually done at new student and parent orientations and various scheduled group presentations.
- **Rape Aggression Defense (RAD)** – program with realistic self-defense tactics and techniques for women against various types of assault. It provides effective options by teaching women to take an active role in their own self-defense and psychological well-being.
- **Theft Avoidance Programs** – a theft prevention program designed for university schools and departments that reduce the deductible rate from \$25,000 to \$5,000.

How to Report a Crime

Crimes in Progress

1. Call **x04321 (UPC)** or **x21000 (HSC)**
2. Tell Public Safety dispatcher the nature and location of crime.
3. Dispatcher sends officers to scene of crime to conduct a preliminary investigation and prepare a crime report.
4. Officers submit the report to DPS and/or LAPD detectives for follow-up, if necessary.

Crimes NOT in Progress

1. Call **x06000 (UPC)** or **x21200 (HSC)**
2. Tell Public Safety dispatcher the nature and location of crime.
3. Dispatcher sends officer as soon as available to prepare a crime report.
4. Officers submit the report to DPS and/or LAPD detectives for follow-up, if necessary.

EMERGENCY PROCEDURES AT USC

For a complete guide to information you need in an emergency, go to <http://www.usc.edu/emergencyprep/>

To Report Medical, Fire, or Other **EMERGENCIES**:
UPC: (213) 740-4321
HSC: (323) 442-1000

For Information Following a Major Emergency:
USC Emergency Information Line (213) 740-9233
<http://emergency.usc.edu>

How to Obtain Help in a Medical Emergency

1. Call **x04321 (UPC)** or **x21000 (HSC)**.
2. Tell Public Safety dispatcher nature and location of the medical emergency.
3. Dispatcher sends officers to scene and notifies paramedics if necessary.

All emergencies should be reported to the Department of Public Safety at (213) 740-4321 on the University Park campus, or (323) 442-1000 on the Health Sciences campus.

Earthquake Safety Procedures and Tips

Have a personal emergency kit available in your work area in the event of an earthquake and know your department's earthquake plan and your role in it.

During an earthquake:

- If inside, stay there;
- Get under desk or table, or duck near a wall away from windows;
- If in a lab, exit to corridor and duck and cover near an interior wall;
- If outside, stay in open area away from buildings and trees;
- If in a car, pull over and stop away from overpasses or buildings.

After an earthquake:

- If power is out, use flashlight for illumination;
- Check on others; if injuries, report to Department of Public Safety;
- Evacuate if building seems unsafe or if instructed to do so;
- Use stairs, not elevators;
- Bring keys, purses, wallets, warm clothing, and emergency kits;
- Assemble in a safe outdoor area;
- Stay out of parking structures until inspected;
- Remain on campus until road conditions are known;
- Listen to battery-operated radios for emergency information;
- Call USC Emergency Information Line (213) 740-9233.

Fire Safety Procedures and Tips

Know the location of the two exits closest to your work area. Upon discovering a fire in your work area:

- Activate closest fire alarm;
- Call appropriate Public Safety Emergency number for your campus (UPC x04321, HSC x21000);
- If fire is small and can be safely extinguished, use an extinguisher to do so after activating alarm and calling Public Safety; otherwise,
- Alert building occupants and evacuate building, testing doors for heat before opening them;
- Relocate to safe area as Public Safety contacts Fire Department;
- Do not re-enter building until told that it is safe.

Emergency Phones

- **300+ phones** around campus, outside in public phone kiosks, in parking structures, and in elevators. Blue light indicates phone location.
- **No dial mechanism** – press button or bar to place call and talk.
- **Direct Link to DPS** – calls go directly to DPS dispatcher and phone location is identified on computer.

Campus Shooting

If you receive warning of a shooting on campus:

- Take shelter
- Close and lock doors and windows
- Turn off lights and close window blinds/curtains
- Stay away from windows
- Remain inside until the "all clear" is given by campus officials

If you hear shots fired in your building:

- Close and lock or barricade doors
- Turn off lights and close window blinds/curtains
- Silence cell phones, pagers, computers
- Call DPS at 213-740-4321 to report incident
- Remain quiet. Do not answer the door
- Follow directions of law enforcement when they arrive

TrojansAlert

Sign up for TrojansAlert emergency warning system at <http://trojansalert.usc.edu>.

TrojansAlert is an emergency warning system that will be used to quickly notify everyone if a shooting or other emergency occurs on campus. The system uses text messages to notify everyone if they need to evacuate, or take shelter, or other appropriate action. The system will only be used in an emergency, not for routine matters.

What to Pack in Your Personal Emergency Kit

- A small amount of non-perishable food and water;
- First aid supplies and instruction book;
- Flashlight and AM/FM radio with extra batteries;
- Personal hygiene supplies, extra eyeglasses and personal medication;
- Emergency whistle and blanket;
- Phone number of out-of-state relative as point-of-contact for family.

Keep kit handy under desk and have another one in car—resupply as necessary.

DISABILITY AND WORKERS' COMPENSATION

CONTACT INFORMATION FOR BOTH CAMPUSES:

USC Workers'
Compensation/Disability
Office

UPC:

HSH 3rd Floor
Workers' Compensation
(213) 740-6205

Disability
(213) 740-5875

How to Report an Injury

1. Report any on-the-job injury to your supervisor.
2. Complete Employee Claim for Workers' Compensation Benefits form.
3. Go to the following locations for evaluation and treatment:
 - **UPC:** Student Health Center, main entrance.
 - **HSC:** USC Internal Medicine, HCC II (1520 San Pablo Street, Suite 1000).
 - **For after hours care or for care when working on other campuses,** please refer to the Medical Provider Network information below.

These offices ensure that employees receive benefits while they are healing from injury or illness. The state requires that employers offer these programs and has allowed USC, because of its size and mission to care for its employees, to be self-insured. This means that USC employees can call this office in the event of a work-limiting injury or illness.

This material is meant to be an aid to your orientation and in **NO WAY** replaces the 'Your Benefits for 2008' booklet or the *USC Faculty Handbook*, which contain the latest versions of the complete, official university policies about the following topics.

Disability Insurance

PLEASE NOTE: Faculty maternity disability leave policies are covered in the *USC Faculty Handbook* under **MEDICAL LEAVES OF ABSENCE**.

Disability insurance is a wage-replacement program for injuries or illnesses that occur *at work or away from work*. Pregnancy is considered a disability. Benefit levels are determined by the disability plan in which you are enrolled at the time the disability begins.

Benefits

- *California State Plan:* Maximum benefit is \$959.00/week and the minimum is \$64/week, non-taxable. These rates are subject to change.
- *USC Basic Plan:* Maximum benefit is currently \$1,221.50/week, less taxes. The minimum benefit is \$64/week, non-taxable. These rates are subject to change.
- *USC Supplemental Plan:* 100% of gross pay for one week for each year of employment, up to 10 weeks maximum, and 80% of gross pay thereafter. The benefits are taxable. These rates are subject to change.
- There is a 7 day waiting period—benefits begin the 8th day of disability.

Eligibility

All employees are automatically enrolled in the USC Basic Plan upon date of hire. Employees may enroll in the State Disability Plan instead of the USC plan by calling the Disability Office and filling out a form.

To be eligible for the Supplemental Plan you must have worked at USC for 12 active months and be enrolled in the USC Basic plan.

(Enrollment in the Supplemental Plan also makes you eligible for Long Term Disability benefits if you meet the criteria for being permanently disabled.)

Benefit Period

Short-term disability benefits continue for 52 weeks. To receive benefits you must be certified by objective medical evidence as being unable to work. To be eligible for long-term disability you must be declared permanently disabled from any and all occupations by the Social Security Administration.

Contributions

Employees contribute a percentage of their salaries to the disability plans. The contribution rate is determined each year during open enrollment and communicated in writing to all employees and faculty. The contribution rates for 2009 are 1.00% of a taxable wage base of \$90,669 for the Basic Plan (including Paid Family Leave), plus 0.30% of full salary for the Supplemental Plan. Contributions to the Supplemental plan do not begin unless the eligibility criteria previously mentioned are met. Rates are subject to change.

Paid Family Leave

The Paid Family Leave Act (PFL) pays 6-weeks of paid leave for an employee to take care of a sick or injured spouse, parent, child, or domestic partner, or to bond with a child. The maximum weekly benefit is \$959/week and the minimum is \$64/week. Contributions to PFL are included in the USC Basic or State Disability plan contributions.

Maternity Leave

The university provides 10 weeks of paid maternity leave. You may begin this leave no sooner than 2 weeks prior to delivery and no later than the date of delivery, unless there is a medical necessity. The 7-day waiting period applies, and is included in the 10 weeks.

Modified Duty/Transitional Work Program

The university has an alternative Work Program to assist employees in making a safe and timely transition back to work. The Alternative Work Program allows staff employees who are disabled to return to modified duty in their usual jobs or, in certain circumstances, to a job other than their usual job. The alternative work period is for a maximum of 90-days. This program is mandatory and refusal to accept modified duty or alternative work may result in elimination or reduction of your disability benefits.

Disability Plan Documents

The full plan documents, which explain the Disability Plans in detail, are available on the Career and Protective Services website at <http://capsnet.usc.edu>. There are also summaries of the plans available.

Workers' Compensation

Workers Compensation is a state-mandated program to provide wage reimbursement for employees who become injured or ill while in the *course and scope of their employment*. As of January 1, 2009, the maximum benefit is \$958.01/week and the minimum benefit is \$143.70/week. Benefits begin the 4th day of disability. All employees are automatically eligible the first day of employment. You must be medically certified by a physician to receive benefits and all medical bills will be paid by the university. Your benefits will continue until you are medically able to return to work.

Medical Provider Network

USC has created a Medical Provider Network (MPN) for our employees. All medical care must be obtained from providers in the MPN. To view information about the MPN, or to search for a specific specialist or provider, go to the Workers' Compensation website at <http://capsnet.usc.edu>.

Call x06205 anytime with questions.

Sign-up for Supplemental Disability Plan

Procedure for Sign-up

Employees 50% time or more complete the *Application for Supplemental Disability Plans* form during the New Employee Orientation Benefits Sign-up session (contributions begin only after the employee's first year anniversary date-of-hire).

ENVIRONMENTAL HEALTH AND SAFETY

CONTACT INFORMATION:

UPC:

Stonier Hall (STO) 101
837 Downey Way
MC 1143
(213) 740-6448

HSC:

Center for Health Professions
CHP 148
(323) 442-2200

Environmental Health & Safety's (EH&S) Core Purpose is to provide leadership for developing a safety culture by anticipating, recognizing, evaluating, and controlling risks for the USC campuses and surrounding community.

This is accomplished through: development and implementation of safety policies and programs; administration of safety courses and training; inspection of laboratories and facilities; rapid response to emergencies; operational support to research oversight committees; liaison with regulatory agencies on behalf of the university; and technical services that identify, evaluate and control potentially hazardous agents and situations.

EH&S provides the following:

Audits and Assessments

- Fire/Life Safety Inspections
- Regulatory Compliance Audits
- Ergonomic Evaluations
- Accident Investigations
- Food Service Inspections
- Indoor Air Quality Assessments

Program Implementation and Services

- Written Safety Programs
- Safe Work Practices
- Job Hazard Analyses
- Hazard Exposure Monitoring
- Chemical Inventory Oversight
- Radiation Dosimetry Badge Distribution
- Hazardous Materials Pickup and Disposal
- Emergency Response and Spill Cleanup

Training and Written Programs

- Injury and Illness Prevention
- Hazard Communication
- Ergonomic Safety
- Slip/Fall Prevention
- Back Safety
- Laboratory Safety Orientation
- Radiation Safety
- Bloodborne Pathogens
- Medical Surveillance
- Laser Safety
- Sun and Heat Exposure Hazards
- Respiratory Protection
- Confined Space Entry
- Asbestos Awareness
- Lock-out/Tag-out
- Personal Protective Equipment
- Forklift Safety
- Electrical Safety
- First Aid/CPR
- Ladder Safety

• **General Laboratory Safety Training** – There are two different training courses available. The course you will take depends on whether you are a regular employee, volunteer, visiting scholar, etc. who will work with chemicals, biological materials and/or radioisotopes. Please inquire further with our department.

• **Bloodborne Pathogens Training** – Any employee with reasonable potential to contact human blood, body fluids, or human or non-human primate cell lines during the course of their workday are required to receive this training annually in addition to the General Laboratory Safety Training.

• **Radiation Safety Training** – This course is required for all new laboratory workers who will use and handle radioactive material. It will provide basic understanding of principles and practices of radiation safety in the laboratory. NOTE: Users are required to complete this training as well as the Laboratory Safety Training prior to working with radioactive materials.

How Do I Sign Up for Safety Training?

- Go to <http://capsnet.usc.edu/ProfessionalDevelopment> for the current training schedule, and to register for classes or to review safety course descriptions.
- If you would like to schedule a special safety course for your department, please email EHSWebReply@caps.usc.edu or call (323) 442-2200.

- **Injury and Illness Prevention** – The University maintains a written Injury and Illness Prevention Program (IIPP) that describes requirements for safety training, safety meetings, and periodic safety inspections. Each department is responsible to determine the frequency, format and content of these components to adequately address the hazards its employees face, and to keep records to show compliance.
- **Hazard Communication (HazCom)** – Hazardous substances may be toxic, reactive, ignitable, corrosive, or a combination of these classifications. Each employee who handles hazardous substances is responsible for the proper and safe use, storage and disposal of these materials. Each department is responsible for: (a) informing employees about the hazards in their workplace, (b) instructing them on how to protect themselves, (c) maintaining Material Safety Data Sheets (MSDSs) for the hazardous materials used in the department, and (d) assuring that all chemical containers are clearly labeled. To learn more about the university's written Hazard Communication Program, go to <http://capsnet.usc.edu/EHS/OccupationalSafety/HazardCommunication/index.cfm>.

Our website: <http://capsnet.usc.edu/EHS> includes additional information and resources such as links to Monthly Fact Sheets, Report a Safety Concern, Request a Hazardous Waste Pick-Up, Schedule an Ergonomic Evaluation, read the University's Safety Programs or find MSDSs. Our Contact information: UPC: Stonier Hall STO-101, (213) 740-6448. HSC: Center for Health Professions CHP 148, (323) 442-2200

What is a Safety Hazard?

If you have a question about whether or not something qualifies as a safety hazard, or if you need more information about how to work safely, call Environmental Health and Safety, at (213) 740-6448 or go to <http://capsnet.usc.edu/EHS>.

Business Services

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Associate Senior Vice President
University Gardens
UBG 203
(213) 821-1900

www.usc.edu/dept/finserv

Mailing Services:

www.usc.edu/mailing

Travel Management Services:

www.usc.edu/travel

USCard Services:

www.usc.edu/uscard

Business Services is under the division of Financial and Business Services, which is headed by Robert V. Johnson, Associate Senior Vice President. It provides professional, responsive, cost-effective, quality services in the following administrative areas.

MAILING SERVICES

Responsible for pickup, receipt, sorting and delivery of all incoming, outgoing, and interdepartmental mail. Coordinates the sending of time-urgent materials through overnight express service and controls permit mailings. The Mail Stop in Parking Structure X(UPC), or the One-Stop-Shop office in the Seaver Residence Hall lobby (HSC), are postal convenience centers for both campuses' needs (e.g., post office boxes, stamps, envelopes, and shipping supplies). *See USC Campus Phone Directory for mailcode listing by department on UPC, and Building and Room codes on HSC.*

TRAVEL MANAGEMENT SERVICES

Manages the university's travel program and is available for USC employees' personal travel as well. For current listing of travel suppliers, visit: <http://fbs.usc.edu/depts/travel/>

USCARD SERVICES

Produces USC identification ID cards and administers centrally operated electronic transaction services including debit card, payroll deduction, and facility access systems for students, faculty and staff. Also provides department debit cards for an array of services and customized identification cards with related financial and facility access privileges for guests and visitors including campus orientation, and special events. USCard also operates the One-Stop-Shop at the Health Sciences Campus located in the Seaver Residence Hall, providing the campus community convenient access to USCard, Mailing Services, and Ticket Office customer services.

Where to Find This Service

<i>Buildings</i>	<i>Phone Numbers</i>
Business Services	
Main Office	
UGB 203	(213) 821-1900
Mailing Services	
Jefferson & Hope	(213) 743-2299
Mail Stop	
PSX (UPC)	(213) 740-2467
One Stop Express	
SRH (HSC)	(323) 442-2110
Travel Management Services	
UGB 210	(213) 740-8575
USCard	
PSD 102 (UPC)	(213) 740-2044

Auxiliary Services

Auxiliary Services offers service with a strong customer focus to the University community in the areas of transportation, housing, bookstore, and hospitality services.

USC TRANSPORTATION

Please note: Rates are subject to change.

Parking

- **7/24 Rule** – Need a USC permit 7 days a week, 24 hours a day for any on- or off-campus USC parking lot or structure.
- **Gold Permit** – Park in a designated on-campus lot or structure for \$88/month on both UPC and HSC.
- **Cardinal Permit** – Park in some off-campus USC lots; Research Annex and Lot 29 on UPC, or in the Zonal Lot 71 (P15) and SSP on HSC for \$65/month.
- **UPC Parking Center** – Park in the Parking Center (Jefferson and Grand) for \$50/month.
- **Motorcycle Parking** – Park in designated motorcycle areas for \$11 per month.
- **Move to Closer Parking** – Parking permit holders can move vehicles to on-campus USC lots or structures, other than their designated ones, from 5 p.m. to 7 a.m. on UPC, or from 5 p.m. to 7 a.m. on HSC. *USC permits must always be visible whenever parking on university property.*
- **Reserved Parking** – Purchase a personal parking space for \$130/month, always available just for you. Some restrictions may apply.
- **All rates include 10% LA Parking Occupancy Tax.** All Rates subject to change.
- Please refer to the Parking Rules and Regulations at www.usc.edu/parking for more detail

Carpools

- **Matchlist Database** – Sign up for the carpool database and receive a list of names of USC employees who live near you.
- **Find a Partner** – You contact and arrange for a carpool partner(s). Charges will come out of one party's paycheck.
- **Carpool Permits** – Gold: UPC & HSC—Park in a designated on-campus lot or structure for \$65/month if space is available. Cardinal: UPC—in Parking Center for \$51/month, HSC—in Zonal Lot 71 (P15) for \$51/month.
- **Parking Passes** – 3 free every month to all secondary carpool members for times when you have to drive in alone.

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Associate Senior Vice
President
Pertusati Bookstore
BKS 409
(213) 740-1797

CONTACT INFORMATION:

UPC:

Parking Structure X
PSX
(213) 740-3575

HSC:

Keith Administration
Building
KAM 120
(323) 442-1201

<http://transnet.usc.edu/>

How to Get a Parking Permit

1. Fill out a Parking Application. You will need your USC ID# to set up a payroll deduction.
2. Bring the form, ID, and vehicle registration to Transportation Services for parking permit.
3. Ask for the pre-tax form.

How to Join a Carpool

1. Go online to the TrojanTransportation website under Rideshare. Go to the carpool link and select the Ridematch information link.
2. Find a carpool partner or partners.
3. Bring all vehicle registrations and USC IDs to office and fill out a Carpool Application.
4. Privately arrange to share costs.

How to Join a Vanpool

1. Go to TrojanTransportation to find a vanpool in your area.
2. Ride the van free for a week to test the service.
3. Fill out the form to sign up for a vanpool. You'll need your USC ID# for a payroll deduction.

How to Purchase Passes & Vouchers

1. Go to TrojanTransportation *from the 25th of the month to the 10th of the next month.*
2. Bring your USC ID.
3. Use a check or money order to purchase a monthly bus or rail pass, **OR**
4. Pick up a voucher for use when purchasing some rail passes, if necessary.

Vanpools

- **Locations** – Vanpools are available from as many as 20 southland areas including Long Beach, Fountain Valley, Palmdale, Irvine, Redondo Beach, San Marino, etc. Participants usually need to be 20 miles or more from campus for a vanpool. If there is not a vanpool in your area, contact TrojanTransportation to inquire about starting one.
- **Rates** – Rates range from \$93 - \$146 per month.
- **Luxury Vans** – Vans are nicely appointed with room to stretch out.
- **Time/Money/Sanity Savings** – You save time by not driving, money on insurance and auto maintenance, gas, and sanity ensured from low stress of being a passenger, not a driver.
- **Parking Passes** – 3 free every month to all vanpool members for times when you have to drive alone.
- **Guaranteed Ride Home** – In case of emergency.

Public Transportation

- **Subsidy** – A \$30 subsidy is available to all employees who use public transportation (e.g., trains, buses) as primary form of transit to work. *For use by the employee only.*
- **Monthly Bus and Rail Passes** – Can be purchased from TrojanTransportation for MTA, Dash, Commuter Express bus lines and Metrolink rail.
- **Vouchers for Trains** – Worth \$30 are available for use when purchasing monthly rail passes if not available at TrojanTransportation.
- **Purchase Passes and Vouchers** – Are available between the 25th of the month and the 10th of the following month, between 8:30 a.m. and 4:00 p.m. at the TrojanTransportation office.
- **Trams from Union Station** – Run periodically during peak hours to take train riders from station to UPC and HSC, and back again.

USC Campus Cruiser and Escort Services

Staff who occasionally have to work after dark on either campus and do not feel safe walking to a vehicle parked in a campus structure or parking lot, can call the **USC Campus Cruiser** program for a ride or an escort to their vehicle. At UPC, staff can call Campus Cruisers at x04911 from 5 p.m. to 2:45 a.m. On HSC, staff can call Campus Cruisers at x22100 from 5 p.m. to 10 p.m. Allow at least 10 minutes for escort or cruiser to arrive.

TrojanHospitality

Dining Facilities—UPC and HSC

- **Cafe '84 (UPC)** – King Olympic Hall houses this cafeteria site featuring Asian (Wok Crazy), Italian (pizza and a variety of pastas), and Mexican cuisine with a salad bar, Starbucks coffee, Jamba Juice, and Krispy Kreme donuts.
- **EVK Dining Room (UPC)** – All-you-can-eat meals that include hot entrees, salad bar, deli bar, waffle bar, outdoor grill, and a Mexican station.
- **IRC Restaurant (UPC)** – Our newest residential dining facility offers a wide variety of international foods, including Kosher, prepared exhibition style.
- **Law School Café (UPC)** – The Law School houses this facility which provides made-to-order sandwiches, salads, and daily specials. Also, serves Peet's Coffee.
- **LiteraTea at the Doheny Memorial Library (UPC)** – Located on the east side of Doheny Library, this location offers freshly brewed teas, Peet's coffee, sandwiches, salads, bottled beverages and baked goods.
- **Popovich Café (UPC)** – A dining facility with internet access located in the Marshall School of Business' Popovich Building. Serves a variety of fresh sandwiches, salads, hot entrees and Starbucks Coffee.
- **The Lot (UPC)** – Located near the south side of Cromwell Field, The Lot is the latest creation from USC's TrojanHospitality. Consisting of seven different dining options and a retail store, The Lot is the largest single dining complex at USC. Options include popular brands such as Wolfgang Puck Express, Carl's Jr., ZAO Noodle Bar, and Submarina California Subs. The Lot also has five plasma screens, contemporary sound system, coffee, desserts, ATM's and wireless capability. It is truly the dining and social gathering spot for all Trojans.
- **Trojan Grounds (UPC)** – Starbucks Coffee and Grab and Go sandwiches and salads.
- **Tutor Café (UPC)** – A dining facility offering International fare with a variety of fresh sandwiches and salads. Located in the new Engineering building, Tutor Hall.
- **Edmondson Faculty Center (HSC)** – Memberships are available to faculty and staff.
- **Plaza Marketplace (HSC)** – A quick service restaurant, gourmet coffee, and convenience store in the center of campus.

Conferences and Catering—UPC and HSC

- **Davidson Conference Center (UPC)** – This facility is equipped with the latest meeting room design and multi-media technology for conference events.
- **Town and Gown (UPC)** – This large, elegant space is available for meeting or dining functions, receptions, and parties. They also cater functions at other campus sites.

CONTACT INFORMATION:

Davidson Conference Center
DCC
(213) 740-6285

<http://hospitality.usc.edu/>

Where to Find Dining Services

<i>Building</i>	<i>Map Codes</i>
The Lot	Lot K2 (C5)
Cafe '84	KOH
Doheny Library	DML
EVK Dining Room	EVK
Law School	LAW
Parkside International Residential College	PKS
Popovich Café	JKP
Trojan Grounds	BSR
Tutor Café	THE
Plaza Marketplace (HSC)	SRH
Edmondson Faculty Center (HSC)	EFC
University Club	FAC

Where to Find Conference and Catering Services

<i>Buildings</i>	<i>Phone Numbers</i>
Davidson Conference Center (UPC)	
DCC	(213) 740-5956
Edmondson Faculty Center (HSC)	
EFC	(323) 442-2717
Plaza Marketplace (HSC)	
SRH 101A	(323) 442-2717
Room Service (UPC)	
KOH	(213) 740-6801
Town and Gown (UPC)	
TGF	(213) 740-5956



- **Room Service (UPC)** – Room service provides deliveries of food and beverages to all office locations within the University Park campus.
- **Plaza Marketplace and Edmondson Faculty Center (HSC)** – These locations offer facilities for meeting, reception, and party functions, as well as catering for all Health Sciences campus office locations.

TrojanBookstores

CONTACT INFORMATION:

UPC:

Pertusati Bookstore
BKS 840 Childs Way
(213) 740-5200

HSC:

Health Sciences Bookstore
PSC 1969 Zonal Avenue
(323) 442-2674/(213) 740-0066

<http://www.uscbookstore.com/>

Bookstore Services

- **Pertusati Bookstore (UPC)** – Textbooks, classics, bestsellers, faculty publications, Trojan gift merchandise, office supplies, and computer hardware and software. **10% discount with staff ID for most items.**
- Boutique clothing store located on the ground floor of the bookstore that carries many top-selling, high-end labels such as: *True Religion, Seven for All Mankind, C&C of California, Ella Moss, James Perse, Joes, Ben Sherman, James Jeans, Hard Tail, Chip and Pepper, La Coste, and Frankie B's.*
- **USC Collections** – Trojan gift merchandise store in the South Coast Plaza, Costa Mesa.
- **California Floral Company (UPC)** – Floral arrangements available for purchase. Delivery service is also available.
- **Health Sciences Bookstore** – Bookstore and convenience store in the plaza area of campus. Specialty in medical and biology books.
- **Gamble House Bookstore** – Bookstore and gift shop serves the famous Gamble House in Pasadena.

Where to Find This Service

<i>Buildings</i>	<i>Phone Numbers</i>
Pertusati Bookstore (UPC)	
BKS	(213) 740-5200/ (213) 740-0066
Health Sciences Bookstore	
PSC	(323) 442-2674
Geek Squad	
Ground Floor	(213) 740-9100
California Floral Company (UPC)	
BKS	(213) 740-9049
Dental Bookstore	
UPC	(213) 740-2725
Gamble House Bookstore	
Pasadena	(626) 449-4178
USC Collections	
South Coast Plaza	(714) 444-4476

Facilities Management Services

Effective June 2009, UPC FMS will be operating from three locations:

Facilities Administration Building (FAM)
941 W. 35th Street

FPM Building (December 2008)
3450 S. Vermont

3434 S. Grand (Summer 2009)

www.usc.edu/fms

(Visit the FMS website for updated information as to the correct location for services.)

Facilities Management Services is responsible for buildings and grounds, custodial services, energy services, engineering services, operations and maintenance (O&M), and project accounting.

Routine, Emergency and After-Hours Services

Routine and emergency calls may be directed to the Customer Resource Center, 24 hours a day, every day at (213) 740-6833 on UPC and (323) 224-7001 on HSC. *NOTE: Many departments have assigned Building Coordinators that serve as the primary customer contact for non-emergency O&M Services. If your building or department has a Building Coordinator, contact this person directly when requesting O&M Services.*

Lock Shop

To arrange for keys, have your department's authorized representative submit a request to the FMS Lock Shop.

CONTACT INFORMATION:

UPC:

Physical Plant Operations
Building A
POA 106
(213) 740-6833

HSC:

Valley Boulevard Building
VBB
(323) 224-7001

www.usc.edu/fms

Where to Find This Service

<i>Buildings</i>	<i>Phone Numbers</i>
Customer Resource Center	
UPC: POA	(213) 740-6833
HSC: VBB	(323) 224-7001
UPC Lock Shop	(213) 740-3412

USC Information Technology Services

CONTACT INFORMATION FOR BOTH CAMPUSES:

www.usc.edu/its

USC's Information Technology Services (ITS) provides schools and units with core computing and telephone services. For more information about the business services provided by ITS, see <http://www.usc.edu/its/pricing/>. For information about the computing services available to faculty, see <http://www.usc.edu/its/about/faculty.html>. For information about the computing services available to staff, see <http://www.usc.edu/its/about/staff.html>.

TELECOMMUNICATIONS SERVICES

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

3434 South Grand
Avenue (CAL)
CAL 319
(213) 740-3814

Faculty and staff should first check with their departmental coordinator for assistance with their telecommunications needs (i.e., desktop phones, cell phones, voice mail, pagers, data connections, calling cards, and long-distance caller identification numbers).

COMPUTING SERVICES

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Walk-In Support
Levey Library Lower
Commons
(213) 740-5555

Computer Accounts

Information Technology Services (ITS) provides computer accounts to all faculty and staff. To activate your account, go to www.usc.edu/firstlogin and follow the instructions. Once activated, your account will enable you to:

- Connect to the Internet from your office and personal computers, either via the campus network or modem.
- Send and receive email.
- Access library catalogs and databases.

To find the types of email clients that USC supports and instructions on how to use them, visit www.usc.edu/its/email.

For general computing assistance, staff should contact their departmental technology coordinator. In cases where a coordinator has not yet been appointed, contact the ITS Customer Support Center at (213) 740-5555 for telephone assistance.

Wireless Access to the USC Network

USC students, faculty and staff can gain wireless access to the USC Network from most outdoor common areas, libraries, auditoriums, on-campus eateries and the University Village Food Court. For more information, see <http://www.usc.edu/its/wireless>.

Computing Documentation, Announcements, and Alerts

Please see www.usc.edu/its for online computing documentation and information about network and systems maintenance and downtimes. Printed guides are also available in all library and public computing centers.

Information about ITS governance and initiatives can be found at <http://cio.usc.edu>.

USC INFORMATION SECURITY OFFICE

This office was created to meet the security challenges confronting USC's information resources.

As users of the USC computer network, **you have a particular responsibility** to be actively involved in safeguarding the information, written or digitized, that you work with. Some information (e.g., student records, medical records, and payroll records) is sensitive and subject to privacy law protection or safeguarding for other reasons. *Even if you do not handle sensitive information, you should follow suggested guidelines here for protecting your computer workstation and your password.*

Above all, if you have any reason to imagine that you have been a victim of a computer access breach report it to the Information Security Office, by calling (213) 743-4900, or via email to infosec@usc.edu.

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

Research Annex Building
RAN 378, 3rd Floor
(213) 743-4900

www.usc.edu/infosec

Email: infosec@usc.edu

How to Handle Sensitive Information

1. Secure disks, terminals, and printed sensitive information.
 - This simply means you should lock up your materials when you are not using them.
2. Ensure authorized access only
 - Do not let anyone else use your computer.
3. Ensure proper waste disposal of sensitive information or materials on which it is recorded.
 - Be sure to shred documents when you are finished with them.

How to Protect Your Password

1. Use mixture of 8 or more letters and numbers.
2. Don't use obvious names.
3. Memorize it—Don't share it!
4. Change password regularly.

USC Libraries

CONTACT INFORMATION:

UPC:

Doheny Memorial Library
DML 100
(213) 740-2924

www.usc.edu/libraries

How to Use the Libraries for the First Time

For full privileges at the USC Libraries, please present your USCard at any library circulation desk so that staff can activate your account. Your USCard is also your library card.

USC has more than twenty libraries, including Doheny Memorial Library, which houses the library administration, and many subject libraries in several locations. For more information and links to each library, refer to www.usc.edu/libraries/locations. A current list of library hours is available at www.usc.edu/libraries/hours.

Resources at USC Libraries

HOMER, the USC Libraries' catalog, will help you locate books, periodicals, government documents, and dissertations held in libraries on the University Park campus. To access HOMER and the catalogs for the Law Library (ADVOCAT) and the Health Sciences Libraries (HELIX), visit www.usc.edu/libraries.

The USC Libraries provide a vast collection of electronic resources, including article indexes, catalogs, dictionaries, encyclopedias, electronic journals, visual materials, and more. These are also accessible through the electronic resources link on the libraries' home page.

Subject librarians who specialize in particular academic disciplines are available for consultation and as faculty liaisons. For more information, visit www.usc.edu/libraries/subjects.

During the academic year, library and computing assistance is available 24 hours a day (except from midnight Saturday to 9:00 a.m. Sunday) in the Leavey Library Lower Information Commons.

Research and reference assistance is available at all campus libraries and online at ask-a-librarian, www.usc.edu/askalibrarian.

Borrowing Privileges

University faculty and staff have access to many library services and resources. Borrowed materials can be renewed in person, over the phone, or online. Current lending policies and online renewals are available at www.usc.edu/libraries/about/lending_policies.

Collection Development Allocation for New Faculty

In addition to ongoing collection development activities, the USC Libraries provide a small allocation to new tenure-track faculty to help them develop collections in their academic subject areas. To learn more, contact the subject librarian in your field by visiting www.usc.edu/libraries/subjects.

NORRIS MEDICAL LIBRARY, HEALTH SCIENCES CAMPUS

The Norris Medical Library serves the Health Sciences Campus and provides access to the following resources and services from its website: www.usc.edu/nml.

Electronic Books and Journals

Access to approximately 2,425 full-text journals and more than 545 electronic books. Titles are continually added to the collection.

Online Databases and Clinical Tools

Utilize online databases and clinical tools including Ovid MEDLINE and PubMed @ USC with “Find @ USC Health Sciences Libraries” (automatic linking to full text articles or document delivery options). Other specialized databases supporting related fields such as pharmacy, evidence-based medicine, and nursing; and tools such as *UpToDate*, DXplain, and Images. MD are also available.

Information Management Workshops

We offer two-hour hands-on workshops on a variety of topics including searching Ovid MEDLINE and using productivity tools such as EndNote, PowerPoint, Dreamweaver, and Photoshop. Classes are free and are offered periodically. Workshop schedule is listed on the website.

Computer Skills Classes

The Norris Medical Library is the sponsoring location for the USC Professional Development computer classes in topics like Word, Excel, Access, and PowerPoint.

CONTACT INFORMATION:

HSC:

Norris Medical Library

NML

(323) 442-1116

www.usc.edu/nml/

Division of Vice President, Student Affairs

**CONTACT INFORMATION
FOR BOTH CAMPUSES:**

UPC:
Gwynn Wilson Student Union
STU 201
(213) 740-2421

Devoted to nurturing the experience of USC students in and out of the classroom, the Division of Student Affairs creates an environment that facilitates students' successful completion of their academic careers as they develop personally and professionally. The Division of Student Affairs does this by coordinating offices concerned with the quality of student life.

www.usc.edu/student-affairs

Where to Call in Student Affairs

Academic Recognition & Scholar Program
(213) 740-9116

Academic Support
(213) 740-0776

Asian Pacific American Student Services
(213) 740-4999

Black Cultural/Student Affairs
(213) 740-8257

Bovard Auditorium
(213) 740-4211

Career Planning and Placement
(213) 740-5627

Center for Women and Men
(213) 740-4900

Disability Services
(213) 740-0776

El Centro Chicano
(213) 740-1480

Fraternity & Sorority Leadership Development
(213) 740-2080

Graduate and Professional Student Senate
(213) 740-5649

Ground Zero
(213) 740-4211

HSC Student Affairs Satellite Office
(213) 442-1257

International Student Services
(213) 740-2666

LGBTQ Student Resource Center
(213) 740-7619

Mexican American Alumni Program
(213) 740-4735

Orientation, Communications & Ext. Affairs
(213) 740-7767

Parent Programs
(213) 740-2080

Program Board
(213) 740-5656

Recreational Sports
(213) 740-5127

Residential Education
(213) 740-2080

Spectrum
(213) 740-2167

Student Counseling Center
(213) 740-7711

Student Health Center
(213) 740-9355

Student Judicial Affairs
(213) 821-7373

Student Life & Involvement
(213) 740-5693

Student Organizations
(213) 740-6283

Student Outcomes Research
(213) 740-2421

Student Publications
(213) 740-2707

Student Senate
(213) 740-5620

Testing Bureau
(213) 740-7166

**Topping Student Center/
Scheduling**
(213) 740-5693

Trojan Marching Band
(213) 740-6317

University Publications
(213) 740-2200

Vice President's Office
(213) 740-2421

USC RECREATIONAL SPORTS

USC Recreational Sports (Rec Sports), a division of Student Affairs, is committed to the health and well-being of the USC community. Rec Sports invites staff to participate in sports, group exercise, competition, and other recreational activities in its facilities on the University Park campus.

Facilities

The facilities include the Lyon University Center, Klug Family Fitness Center (weight and cardiovascular room), Robinson Multipurpose Room (SCycling and fitness), McDonald's Swim Stadium, Cromwell Track and Field, Marks Tennis Stadium, Intramural Field, and Physical Education Building (with indoor swimming pool); offering venues for group exercise, cardiovascular enhancement, weight-training, indoor and outdoor swimming, racquetball, tennis, squash, basketball, volleyball, and other sports programs and activities.

Membership

Information about staff/faculty, guest, and alumni membership is available online at www.usc.edu/recsports. Ask about special membership packages, locker rental, and community passes.

Fitness

Rec Sports offers the USC Workout, a group exercise program for fitness enthusiasts that includes muscle conditioning, SCycling (USC's version of spinning), step, yoga, mat pilates, and turbokickboxing. Personal Trainers and massage therapy are also available.

Intramurals

Includes leagues and tournaments in flag football, soccer, softball, basketball, dodgeball, floor hockey, tennis, racquetball, 5K fun runs, volleyball, and more. Leagues and tournaments are open to all USC students, faculty, and staff. Alumni leagues are also available for some sports.

Club Sports

More than 53 clubs for all Trojans in archery, badminton, equestrian, fencing, golf, ballroom dance, rugby, ice hockey, lacrosse, snowboarding, sailing, tennis, volleyball, and more. Some Club Sports provide instruction for beginners in activities such as ballroom dance, golf, and Martial Arts. Visit the Rec Sports website for individual club web pages (www.usc.edu/recsports).

Recreational Services

Located in the Lyon Center is a Pro Shop which provides sales and rentals of various sports equipment as well as a new outdoor adventure category. Through event planning and the use of recreation facilities, Rec-Sports provide fitness and recreational opportunities to USC departments, corporate and international conferences, as well as local organizations and businesses.

Community Programs

Trojan Kids Camp and After School Sports Connection (ASSC).

CONTACT INFORMATION:

Lyon University Center and
McDonalds Swim Stadium
LRC 101

(213) 740-5127 -

(general information)

(213) 740-8977 -

(court reservations, equipment)

Email: recsports@usc.edu

www.usc.edu/recsports

How to Sign-up for Recreational Sports Services and Programs

Forms and applications are
available online at

www.usc.edu/recsports

Membership Fees:

**(Ask about Gold Packages
and Fitness Packages)**

Staff/Faculty: \$70/semester

Alumni: \$100/semester

Day guest pass: \$10/day

Indoor Pool Fee: \$30/semester

Other Fees:

Additional fees are required
for services and programs that
involve rental, instruction,
officials and/or tournament
staff such as massage, leagues
and tournaments, locker
rental, Masters Swim, towel
service, aerobic classes,
personal trainer sessions,
and the like.

For leagues and tournaments,
sign-up online as a team or
an individual at

www.usc.edu/recsports

How to Join the P.E. Locker Rooms

Women's Locker Room

Contact: Sue Vogl
(213) 740-5281

Email: svogl@usc.edu

Men's Locker Room

Contact: Robert Morley
(213) 740-6963

P.E. Faculty/Staff Locker Rooms

In addition to the fine facilities supervised by Rec Sports, there are two locker rooms available only to benefits-eligible faculty and staff located in the Physical Education building—one for women and one for men. The initial fee for the women's locker room is \$51, with an annual fee of \$10 thereafter. Amenities in both facilities include lockers, showers, changing areas and bathrooms. The fees for the men's locker room are currently under review. The men's locker room has a small weight-room attached.

CONTACT INFORMATION FOR BOTH CAMPUSES:

24-Hour Fitness

Rhonda Beard
Corporate Wellness
(760) 529-9335

Email:

rbeard@24hourfit.com

www.24hourfitness.com

The Los Angeles Athletic Club

www.laac.com

24-Hour Fitness

Staff and faculty can take advantage of low-cost corporate fitness rates to purchase memberships at 24-Hour Fitness centers throughout southern California. Enroll in person at any 24-Hour Fitness center, or on the first Wednesday of every month at UPC: Credit Union Bldg 2nd Floor (CUB) between 10:00 AM to 1:00 PM or at HSC: the BBQ Pit between 2:00 PM to 3:00 PM. The USC corporate fitness program discount code is 47608.

The Los Angeles Athletic Club

The Los Angeles Athletic Club offers reduced fees to USC Faculty and Staff. The normal initiation fee of \$500 is reduced to \$300; the monthly membership fee is reduced from \$140 to \$92. Complimentary lockers and special hotel rates are included. Spouse memberships are not included in this offer.

Other Services of Interest to New Staff & Faculty

CENTER FOR EXCELLENCE IN TEACHING

The USC Center for Excellence in Teaching (CET) is a unique, faculty-driven organization that is dedicated to the inspiration, development, and advancement of outstanding teachers and mentors among USC's faculty and students.

CET's current activities include:

- Mentoring CET Teaching Assistant Fellows – an assembly of graduate students serving to advise teaching assistants on issues related to teaching and career progress.
- Mentoring CET Undergraduate Fellows – undergraduate student leaders serving to advise CET on issues of faculty-student interactions.
- Providing consultation to faculty, departments, and schools and offering innovative teaching techniques to improve student learning.
- Training graduate teaching assistants.
- Administering the International Teaching Assistants Institute.
- Providing a web-based information gateway with a very rich array of resources to facilitate teaching practices.
- Evaluating and recognizing quality instruction through a variety of awards and funding mechanisms.
- Serving as an incubator for creative projects among its Fellows for advancing teaching and learning on campus.
- Organizing Academic Careers Week to educate the USC community, at large, on matters pertaining to searching for, obtaining, and succeeding in academic positions.

CET's Fellows (a team of exemplary faculty, teaching assistants and undergraduates) committed to excellence in teaching and innovation in education) regularly share ideas in university-wide forums or small group discussions, or by offering advice through mentoring or counseling (of junior faculty, in particular.)

CONTACT INFORMATION FOR BOTH CAMPUSES:

GFS 211
 USC mail code: 1695
 University of Southern California
 Los Angeles, CA 90089-4040
 (213) 740-9040
 Fax: (213) 821-2474
 Email: coyle@usc.edu

www.usc.edu/cet

CENTER FOR EXCELLENCE IN RESEARCH

CONTACT INFORMATION:

Office of the Vice Provost for
Research Advancement
CUB-325
3720 S Flower St
University of Southern
California
Los Angeles, CA 90089-0706
(213) 740-6709

www.usc.edu/cer
Email: uscceer@usc.edu

The Center for Excellence in Research (CER) is a faculty-initiated activity at USC designed to increase the impact and prominence of scholarly research throughout the university. Under the auspices of the Vice Provost for Research Advancement and the University Research Committee, the CER promotes advancement, leadership and excellence in the pursuit of all areas of research.

The activities of the CER include:

- **Training workshops for faculty** – These courses are designed to provide researchers across all fields of study with specialized skills and knowledge in developing research programs, writing proposals, and seeking funding from government, foundation, and corporate organizations.
- **CER Faculty Fellows program** – Fellows organize transdisciplinary research groups with common interests and expertise, provide individual mentoring on a range of topics.
- **Proposal Review Service** – This service offers peer-to-peer advising for proposals to external funding agencies.

The CER is overseen by the Office of Research Advancement, which invests in research initiatives, promotes faculty research, and provides services that ensure that USC achieves the highest ethical standards in its research. The office is the university point of contact for these issues:

- Identifying sources of research funding, both inside and outside the university.
- Participation in, and initiation of, major inter-disciplinary university research programs and formation of research units.
- Education to prepare investigators for funding strategies and proposal preparation.
- Clearance for research competitions that limit the number of proposals submitted by the University.
- Financial disclosures or conflict of interest statements.
- Complaints pertaining to research misconduct.

CENTER FOR WORK AND FAMILY LIFE

Center for Work and Family Life (CWFL)

The Center for Work and Family Life is the University's employee assistance, work/life and wellness program providing a wide-range of supportive services to faculty, staff and their benefits-eligible family members. All services are provided without charge.

The CWFL has as its focus three key areas for support to employees:

- Faculty and Staff Counseling Services
- Faculty, Management and Departmental Consultation
- Work/Life and Wellness Programs

Employee Assistance Services

At times, we all need a little assistance to help sort out life's work and family related challenges. Professionally trained and licensed staff are available to provide up to ten sessions of short-term, solution-focused counseling to individuals, couples and families counseling on a wide range of issues, which can affect your personal life and your professional career. CWFL services are a benefit of employment and are offered at no charge.

Confidentiality. The CWFL is strictly confidential. No information about your participation is released to anyone without your written consent, and no information appears in any departmental file.

Areas of Focus Include:

- Problem assessment
- Crisis intervention
- Stress and work/life balance
- Emotional distress (e.g. depression & anxiety)
- Substance abuse and addictions assistance
- Marital and family difficulties and/or parenting concerns
- Grief and loss
- Conflict management
- On-The-Job issues and career support
- Coaching for improved performance
- Financial management
- Resources and referrals to practitioners, agencies and programs (at USC, within the employee's medical plan or within the community)

Faculty, Management and Departmental Consultation

For managers and supervisors, the CWFL can provide one-on-one consultation by phone or in person to help address human relations issues in the workplace, improve management and leadership skills, and to develop constructive approaches to resolving problems.

Services for Managers Include:

- Addressing departmental change, stress and workgroup dynamics
- Work group facilitation and intervention, i.e. team building, morale enhancement, work performance

CONTACT INFORMATION:

UPC:

University Village, Suite E206
UVI-E206

HSC:

Center for the Health
Professions Building
Suite 233B
CHP-233B
(213) 821-0800

www.usc.edu/worklife

How to Contact the Center for Work and Family Life

- **Regular Hours:** Monday– Friday, 8:30 a.m. – 5:00 p.m.
Early a.m. and late p.m. appointments available by prior arrangement.
- **Locations:** Both UPC and HSC campuses have offices. Appointments at other USC sites may be available by special arrangement.
- **For Appointments:** During regular hours, call (213) 821-0800 to schedule an appointment with a counselor.
- **For Emergency After Hours:** Call a professional by calling (213) 821-0800 and follow the recorded instructions to page the on-call counselor.

Spanish-speaking counselors available.

- Assistance dealing with troubled employees or challenging coworkers
- Coaching for improved management and leadership effectiveness
- Consultation and training on substance abuse/mental health issues in the workplace
- Critical incident stress management, which may include violence, criminal victimization, serious injury or a suicide at work
- Customized training and education

Work/Life and Wellness Programs

Learning how to integrate and balance work and personal life is critical in achieving goals and being successful. Health promotion is a positive, proactive approach to life and health, maximizing the individual's "whole" potential – emotionally, physically, and psychologically. The CWFL supports faculty, staff and their families in their efforts to balance health, home and personal well-being, with a successful career. The CWFL administers the University's wellness website which provide a comprehensive listing of all the health promotion and wellness resources available at USC. The site can be accessed at <http://wellness.usc.edu>.

Services for Employees and Their Families Include:

- Personalized consultation
- Parent education, support and consultation
- Family and dependent care: consultation and resources
- Information on USC's "family-friendly" policies
- Health and fitness information and referrals
- Stress management
- Health risk assessments and linkages to other USC and community resources
- Elder and adult dependent care consultation and referrals
- Lunchtime education series
- Interactive workshops on a variety of topics (see www.usc.edu/worklife for more information).

The CWFL Listserv can inform you of upcoming events. To subscribe, send the message **SUBSCRIBE SFCCCEVENTS-L <lastname firstname>** to **LISTPROC@usc.edu**.

USC CREDIT UNION

USC Credit Union is a not-for-profit financial cooperative – owned by our members – which means we work for you. Founded in 1973, the credit union today has over 52,000 members and assets in excess of \$300 million. We offer virtually every financial service you need, for every stage of your life – all with better value than banks and delivered with more personal attention. We are the only financial institution dedicated to serving the USC Family.

Deposit Products and Services

- Free Checking
- Free Bill Pay
- Automated Phone Assistance Line (PAL)
- Regular Share Savings Accounts
- Money Market Accounts
- CD's and IRA's
- Free Home Banking

Loan Products and Services

- Personal Loans and Lines of Credit
- Computer Loans
- New and Used Auto Loans
- Free Trojan Auto Buying (TAB) Service
- Home Loans
- Home Equity Lines of Credit
- Student Loans

There are over 26,000 free ATM's available to USCCU members. Visit USCCU's website at www.USCcreditunion.org for a complete listing of all products and services.

What makes USC Credit Union different?

USCCU is a not-for-profit financial cooperative, owned and operated by and for members of the Trojan Family. Instead of creating profits for the benefit of a few stockholders, profits are returned to its members in the form of industry leading higher dividend yields, and lower loan rates and fees.

Account Access

Access your USCCU accounts through:

- An in-person visit to a credit union branch between 9:00 a.m. and 5:00 p.m., Monday through Friday (temporary parking available in PSB for King Hall branch, or in CUB parking lot)

CONTACT INFORMATION:

UPC:

Credit Union Building
CUB 4th Floor
(213) 821-7100

HSC:

Seaver Residence Hall
SRH 101B
(323) 442-1897

www.USCcreditunion.org

How to Join the Credit Union

In Person

1. Visit any branch office (KOH 2nd floor (UPC), CUB 1st floor (UPC), or SRH 101B (HSC)) between 9 a.m. and 5 p.m. Monday through Friday.
2. Complete the application form available at the Credit Union offices.
3. Bring your Driver's License and USC ID for identification.
4. Be ready to deposit at least \$10 for a regular Share account or \$60 for a Share and Checking Account.

By Mail

1. Call (213) 821-7100 for a new account kit and follow the instructions in the kit.
2. Mail all forms and photocopies of IDs, along with payments required to open the accounts, back to the Credit Union.

Online

1. Answer the questions on the online form available at www.USCcreditunion.org.
2. Print and sign your membership application and mail to the Credit Union. Make sure to include your deposit of at least \$10 for a regular Share account or \$60 for a Share and Checking account.
3. Mail all forms and photocopies of IDs, along with payments required to open the accounts, back to the Credit Union.

- Telephone banking through the Phone Assistance Line (PAL) at (213) 740-7819
- Internet Home Banking through our website
- Free (no transaction fees) ATM banking at one of nine USCCU ATM locations, or at any of the 26,000 nationwide CO-OP ATMs, including those in all 7-11 stores. USCCU ATMs can be found at the following locations:

UPC-USCCU ATMs

KOH Lobby (2 ATMs)
 COM Lobby
 COM Patio (next to Bookstore)
 Galen Center
 (inside, by south entrance)
 CUB (outside, by south entrance)

HSC-USCCU ATMs

Seaver Residence Hall Patio
 University Hospital Cafeteria
 Alhambra Campus (1000
 S. Fremont Ave, Alhambra)

USC PHARMACIES

CONTACT INFORMATION:

UPC: USC Pharmacy

Monday – Friday:
 9:00 a.m. – 6:00 p.m.

HSC: USC Medical Plaza Pharmacy, Lobby of Healthcare Consultation Center

1510 San Pablo Street
 (323) 442-5770

Monday – Friday:
 9:00 a.m. – 6:00 p.m.

The USC Pharmacies, which are teaching facilities of the USC School of Pharmacy, provides complete pharmacy service to all students, faculty, staff and the surrounding community. Prescriptions written off campus may be filled. Reduced fees are offered on prescriptions written in the Student Health Center. The Medical Plaza pharmacy specialize in both sterile and non-sterile compounding of various products for customized patient care. Other health, grooming aids and gifts are stocked. Disease management programs are offered to all patients. Such programs include; diabetes care, tuberculosis management, anticoagulation management, international travel clinic, smoking cessation and Medicare part D enrollment. The pharmacies also provide preventative screenings such as blood pressure, osteoporosis, cholesterol and mental health. Counseling on any new medication is our standard of practice. Flu shots are offered every year. The pharmacies accept the USCard, USC Network and most other insurance cards.

USC TICKET OFFICE

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC: Gwynn Wilson
 Student Union
 STU 100
 (213) 740-GOSC (4672)

[http://www.usc.edu/
 bus-affairs/ticketoffice/](http://www.usc.edu/bus-affairs/ticketoffice/)

The Ticket Office sells tickets to all University athletic and cultural events, and offers discount tickets to entertainment, attractions, and theme parks in Los Angeles and Southern California. The Ticket Office also manages athletic and cultural event tickets for USC.

USC NEIGHBORHOOD HOMEOWNERSHIP PROGRAM

The USC Neighborhood Homeownership Program provides eligible employees with monthly payments totaling \$50,000 or 20% of the home's purchase price (whichever is less) over a seven year period. To receive this benefit, an eligible employee must purchase and occupy a single family residence within the defined University Park or Health Sciences communities (see application for boundaries of these 'defined communities'). Eligible employees are all benefits eligible faculty with an appointment of at least 50% time or more, and benefits eligible staff that hold positions at 50% time or more.

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

University Real Estate
UGB 202
(213) 821-3070

www.usc.edu/admin/nhp

STAFF ASSEMBLY

The Staff Assembly is an officially recognized part of the University governance system and exists to contribute to the success of the University of Southern California and to the growth and welfare of its staff employees. The Staff Assembly represents both non-exempt and exempt employees from both the University Park and Health Sciences campuses, but does not represent any employee covered by a collective bargaining agreement (union employees). Members of the Staff Assembly are elected by the staff of the university to serve two-year terms. The Staff Assembly, jointly with the Staff Club, administers the Staff Monthly Recognition Award for outstanding university service.

Members of the Staff Assembly serve on various standing committees and other university-wide committees such as the Employee Benefits Advisory Committee, Committee on Work and Family Life and Task Force on Retirement. The monthly meetings of the Staff Assembly, generally held on the first Thursday of the month from 9:00am to 10:30am (April and October on the Health Sciences Campus), are open to the public. You, too, can participate in the work of the Staff Assembly, either by being nominated to stand election, or by providing them with your feedback and concerns. More information is available at the Staff Assembly website at www.usc.edu/org/staffassembly.

CONTACT INFORMATION FOR BOTH CAMPUSES:

Email: Staff.Assembly@usc.edu

www.usc.edu/org/staffassembly

ACADEMIC SENATE

The Academic Senate is the representative body of the entire faculty at USC, consisting primarily of representatives elected by Faculty Councils. As a voice for faculty working with the university administration, it strives to further the academic mission and integrity of the university as a community of scholars, artists and professionals dedicated to the pursuit of knowledge.

The Senate acts as a whole, or in committees and task forces, to address a wide range of academic and administrative issues. These include the primary

CONTACT INFORMATION FOR BOTH CAMPUSES:

UPC:

United University Church
UUC 414
(213) 740-7169

www.usc.edu/academe/acsen/



concerns of advancing faculty rights, interests and responsibilities, and seeking to preserve and enrich USC as a thriving academic institution. Monthly meetings of the Senate, open to all faculty, are held from September through May. The Senate’s Executive Board meets weekly throughout the year.

Areas of significance to the Academic Senate include:

- Working with Faculty Councils and administrative officers to enhance the intellectual vitality of the university.
- Encouraging and rewarding excellence in teaching and scholarship.
- Safeguarding academic freedom, critical thinking, and the tenure system.
- Promoting the development of a first class research library and outstanding information infrastructure at USC.
- Promoting a diverse faculty and student body.
- Looking for ways to improve conditions for current and retired faculty in ways that help attract and retain high quality teachers and scholars.

BLACK STAFF AND FACULTY CAUCUS

CONTACT INFORMATION FOR BOTH CAMPUSES:

www.usc.edu/bsfc

(213) 740-5649

The purpose of the Black Staff and Faculty Caucus (BSFC) is to accomplish a positive working relationship between the University’s Black staff, faculty and students, as well as to contribute toward the development of harmony and good will among and between the diverse elements and groups within USC. BSFC is the proud sponsor of the Barbara Williams Scholarship, Annual Martin Luther King, Jr. Birthday Celebration, Juneteenth Celebration, and annual Student, Staff and Faculty Mixer.

LGBTQ FACULTY & STAFF ALLIANCE AT USC

CONTACT INFORMATION FOR BOTH CAMPUSES:

www.usc.edu/lgbt/FSA

(213) 740-7619

In partnership with the USC LGBT Resource Center, the LGBTQ Faculty & Staff Alliance aims to provide a network that explores, supports and celebrates the personal and professional lives of gay, lesbian, bisexual, transgender and queer employees at USC. All current employees that identify as LGBTQ are encouraged to join.

If you are interested in joining, please visit: www.usc.edu/lgbt/FSA or e-mail lgbtqall@usc.edu for more information.

USC GOOD NEIGHBORS CAMPAIGN

USC employees have raised \$9 million for local community programs through the annual USC Good Neighbors Campaign. In past campaigns, as many as 4,000 employees have participated in the campaign, knowing that 100% of their donations go to the community.

The fundraising drive enables faculty, staff and, now, students and alumni to

make charitable contributions to USC Neighborhood Outreach, the United Way, and other non-profit organizations (using the United Way as a processing agent). The fundraising campaign is held in October; however, but contributions through payroll deductions can be set up at any time throughout the year.

USC Neighborhood Outreach is a non-profit corporation created in 1993 to engage in mutually beneficial university-community partnerships that enhance the quality of life in the neighborhoods surrounding the University Park and Health Sciences campuses.

Mission

It provides financial support to new and existing partnerships between USC faculty and staff and community-based organizations that have a visible, positive impact in our neighborhoods.

Funding priorities

These are based on the university's community initiatives:

- K-12 education
- Community safety
- Economic development
- Employee housing
- Community hiring initiative

Funded Projects

Thirty-eight innovative USC-community partnerships were funded in 2008. For a complete list of these and other USC Neighborhood Outreach projects, please visit the Good Neighbors Campaign website.

USC UNIVERSITY CLUB, UNIVERSITY PARK CAMPUS

The USC University Club provides the highest level of personal service, food, beverage and facilities to all our members and their guests in a unique environment that enhances the diverse, intellectual and cultural pursuits of the university. The University Club offers its members a comfortable and relaxed atmosphere in which to host any type of event. Whether it is a pre-game brunch, a leisurely lunch with friends, an important meeting with colleagues, a week-long conference or a banquet for up to 120 people, the University Club is always ready to help you get the most from your experience at the University of Southern California. For a complete listing of membership benefits, visit our website.

If you are a faculty or eligible staff member, you are cordially invited to join. Membership is not automatic; you must apply if you would like to join. The University Club offers free membership dues for new faculty and eligible staff for the first year. You may apply for membership online at <http://www.usc.edu/bus-affairs/uclub/membership/member-application.html>. *(This facility is not operated by TrojanHospitality.)*

CONTACT INFORMATION FOR BOTH CAMPUSES:

USC Civic and Community
Relations
FMH, MC 7740

UPC:
(213) 743-5262

HSC:
(323) 442-3571

www.usc.edu/goodneighbors

How to Participate in the Good Neighbors Campaign

New employees are sent a welcome letter and a Good Neighbors Campaign pledge form the month following their start at USC. Payroll deductions begin the month following receipt of the pledge.

October 1st–31st Campaign:
Complete a pledge form to make a cash/check gift or payroll pledge and return it through campus mail to FMH, MC 7740.

CONTACT INFORMATION:

UPC:
University Club
FAC 1161
(213) 740-2030

<http://universityclub.usc.edu>

Appendices

APPENDIX A – CODE OF ETHICS OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

At the University of Southern California, ethical behavior is predicated on two main pillars: a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons. As faculty, staff, students, and trustees, we each bear responsibility not only for the ethics of our own behavior, but also for building USC's stature as an ethical institution.

We recognize that the fundamental relationships upon which our university is based are those between individual students and individual professors; thus, such relationships are especially sacred and deserve special care that they not be prostituted or exploited for base motives or personal gain.

When we make promises as an institution, or as individuals who are authorized to speak on behalf of USC, we keep those promises, including especially the promises expressed and implied in our Role and Mission Statement. We try to do what is right even if no one is watching us or compelling us to do the right thing.

We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, trustees, and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or insure that they do not compromise the integrity of the individuals involved or that of the university.

We nurture an environment of mutual respect and tolerance. As members of the USC community, we treat everyone with respect and dignity, even when the values, beliefs, behavior, or background of a person or group is repugnant to us. This last is one of the bedrocks of ethical behavior at USC and the basis of civil discourse within our academic community. Because we are responsible not only for ourselves but also for others, we speak out against hatred and bigotry whenever and wherever we find them.

We do not harass, mistreat, belittle, harm, or take unfair advantage of anyone. We do not tolerate plagiarism, lying, deliberate misrepresentation, theft, scientific fraud, cheating, invidious discrimination, or ill use of our fellow human beings—whether such persons be volunteer subjects of scientific research, peers, patients, superiors, subordinates, students, professors, trustees, parents, alumni, donors, or members of the public.

We do not misappropriate the university's resources, or resources belonging to others which are entrusted to our care, nor do we permit any such misappropriation to go unchallenged.

We are careful to distinguish between legal behavior on the one hand and ethical behavior on the other, knowing that, while the two overlap in many areas, they are at bottom quite distinct from each other. While we follow legal requirements, we must never lose sight of ethical considerations.

Because of the special bonds that bind us together as members of the Trojan Family, we have a familial duty as well as a fiduciary duty to one another. Our faculty and staff are attentive to the well-being of students and others who are entrusted to our care or who are especially vulnerable, including patients, volunteer subjects of research, and the children in our daycare and community outreach programs.

By respecting the rights and dignity of others, and by striving for fairness and honesty in our dealings with others, we create an ethical university of which we can all be proud, and which will serve as a bright beacon for all peoples in our day and in the centuries to come.

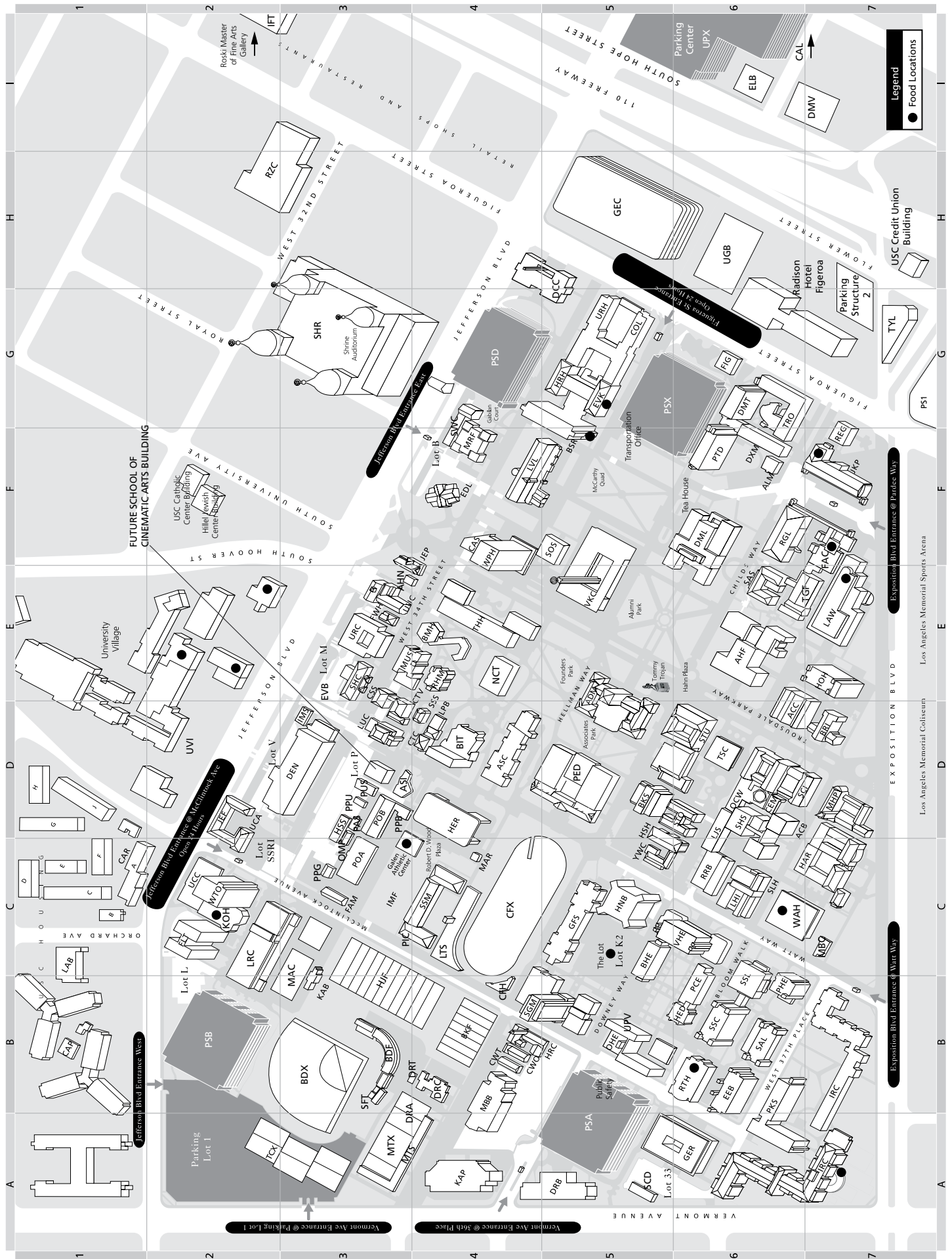
Adopted by the Board of Trustees of the University of Southern California, March 28, 2004

APPENDIX B – NON-DISCRIMINATION POLICY

The University of Southern California is an equal opportunity employer and educator. Proudly pluralistic and firmly committed to providing equal opportunity for outstanding men and women of every race, creed and background, the University of Southern California strives to build a community in which each person respects the rights of other people to be proud of who and what they are, to live, work and learn in peace and dignity, and to have an equal opportunity to realize their full potential as individuals and members of society. To this end, the University places great emphasis on those values and virtues that bind us together as human beings and members of the Trojan Family. The university enthusiastically supports this policy in its entirety, and expects that every person associated with the university will give continuing support to its implementation.

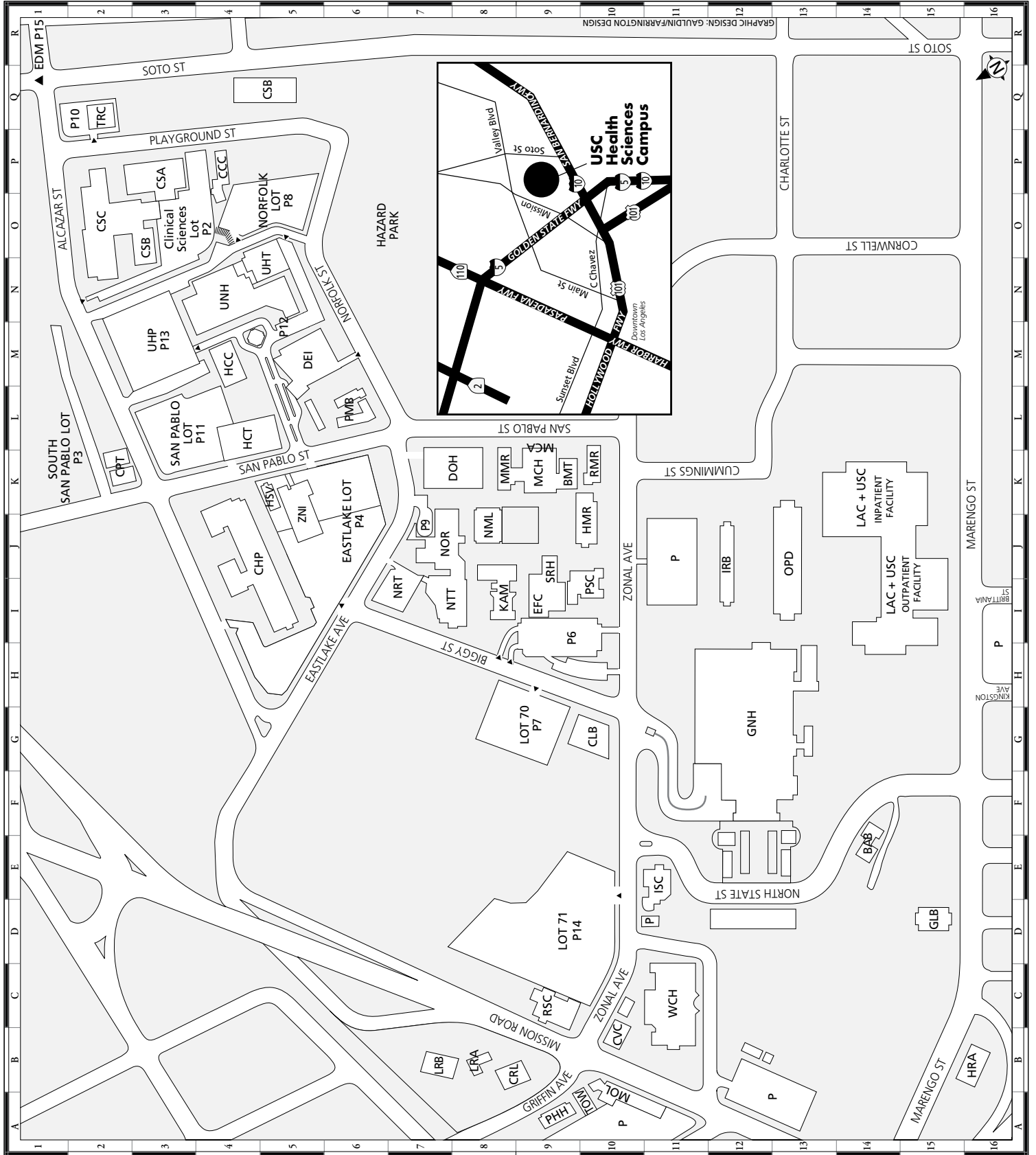
The University of Southern California is firmly committed to complying with all applicable laws and governmental regulations at the federal, state and local levels which prohibit discrimination against, or which mandate that special consideration be given to, students and applicants for admission or faculty, staff and applicants for employment on the basis of race, color, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, disabled veteran or veteran of the Vietnam era, or any other characteristic which may from time to time be specified in such laws and regulations. This policy also shall apply to the administration of any of the university's educational programs and activities. Gender includes both the actual sex of an employee or applicant for employment and that person's gender identity, appearance or behavior, whether or not that identity, appearance or behavior is traditionally associated with that person's sex at birth. An otherwise qualified individual must not be discriminated against or excluded from admission, employment or participation in educational programs and activities solely by reason of his or her disability. This policy applies to all personnel actions such as recruiting, hiring, promotion, compensation, benefits, transfers, layoffs, return from layoff, training, education, tuition assistance and other programs. This good faith effort to comply is made even when such laws and regulations conflict with each other. The University of Southern California seeks compliance with all statutes prohibiting discrimination in education, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 which respectively prohibit discrimination.

Questions regarding the application of the various rules and regulations concerning equal employment opportunity and the affirmative action plan should be addressed to the Office of Equity and Diversity at (213) 740-5086. The university's Title IX Coordinator is the Director of the Office of Equity and Diversity, University Park Campus, Los Angeles, California 90089.



APPENDIX C – UNIVERSITY PARK CAMPUS (UPC) MAP

ACB	Ahmanson Center for Biological Research	6-D	GEH	Galen Center	5-H	PKS	Parkside Apartments	6-B
ACC	School of Accounting	6-D	GER	Andrus Gerontology Center	6-A	POA	Physical Plant Operations Building A	3-C
ADM	Bovard Administration Building	5-D	GFS	Grace Ford Salvatori Hall	5-C	POB	Physical Plant Operations Building B	3-D
AHF	Hancock Auditorium and Museum	6-E	HAR	Harris Hall and Fisher Gallery	7-C	PPB	Physical Plant Building B	3-D
AHN	Ahn House	3-E	HED	Hedco Petroleum and Chemical Engineering	6-B	PPG	Physical Plant Grounds Shop	3-C
ALM	Widney Alumni House	6-F	HER	Heritage Hall	4-D	PPU	Physical Plant Utility Shop	3-D
ASC	Annenberg School for Communication	4-D	HJF	Howard Jones Football Practice Field	3-B	PTD	Pardee Tower	7-F
ASI	Arnold Schoenberg Institute	3-D	HNB	Hedco Neurosciences	5-C	REG	Registration	6-F
BDF	Brooks Memorial Pavilion	3-B	HOH	Hoffman Hall	7-E	RGL	Ralph and Goldy Lewis Hall	6-F
BDX	Dedeaux Field	3-B	HRC	Human Relations Center	5-B	RRB	Rapp Engineering Research	6-C
BHE	Biegler Hall of Engineering	5-C	HRH	Harris Residence Halls	5-G	RTH	Ronald Tutor Hall of Engineering	6-B
BIT	Bing Theatre	4-D	HSH	Hazel Stanley Hall	5-D	RZC	Robert Zemeckis Center for Digital Arts	2-H
BKF	Brian Kennedy Field	4-B	HSS	Humanities and Social Sciences Annex	3-D	SAL	Salvatori Computer Science Center	6-B
BKS	Pertusati University Bookstore	5-D	IFT	Graduate Fine Arts Building	2-I	SAS	Student Administrative Services	6-E
BMH	Booth Ferris Memorial Hall	4-E	IMF	Intramural Field	3-C	SCD	Scene Dock Theatre	5-A
BRI	Bridge Memorial Hall	7-D	IMS	Instructional Media Services	3-D	SCI	Science Hall	6-D
BSR	Birkkrant Residential College	5-F	IRC	International Residential College	7-A	SFT	Sports Field Maintenance Trailer	3-B
CAL	3434 S. Grand	6-I	IRC	Parkside International Residential College	7-B	SGM	Seelye G. Mudd	5-B
CAP	Century Apartments	1-B	JEF	Jefferson	2-D	SHC	Student Health Center	3-E
CAR	Cardinal Gardens Apartments	1-C	JEP	Joint Educational Project House	4-F	SHS	Stauffer Hall of Science	6-D
CAS	College Academic Services	4-F	JKP	Jane and J. Kristoffer Popovich Hall	7-F	SLH	Stauffer Science Lecture Hall	6-C
CEM	Center for Electron Microscopy	6-D	KAB	Kennedy Family Aquatics	3-B	SOS	Social Sciences	5-F
CFH	Cromwell Field (House)	4-B	KAP	Kaprielian Hall	4-A	SSC	Seaver Science Center	6-B
CFX	Cromwell Field	4-C	KOH	King Hall (Cafe 84)	2-C	SSL	Seaver Science Library	6-B
COL	College Hall 1	5-G	LAB	La Sorbonne Apartments	1-C	SSM	Safety and Systems Management	4-C
CSS	Harold Lloyd Motion Picture Sound Stage	3-E	LAW	Musick Law	7-E	SSS	Spielberg Music Scoring Stage	4-D
CTC	Cinema-Television Center Complex	4-D	LHI	Loker Hydrocarbon Research Institute	6-C	STO	Stonier Hall	6-D
CTV	Carson Television Center	4-B	LPB	Laber Memorial Hall	6-D	STU	Student Union	6-D
CWO	Childs Way Building I	4-B	LPB	Marcia Lucas Post Production	4-D	SWC	Social Work Center	4-G
CWT	Childs Way Building II	4-B	LRC	General William Lyon University Center	2-C	TCX	Tennis Courts	2-A
DCC	Davidson Conference Center	5-H	LTS	Loker Stadium	4-C	TGF	Town and Gown	7-E
DEN	Norris Dental Science Center	3-D	LUC	George Lucas Instructional	3-D	THH	Taper Hall	4-E
DML	Doherty Memorial Library	6-F	LVL	Leavy Library	4-F	TRO	Transportation Office	(PSX) 5-F
DMT	Marks Tower	6-G	MAC	McDonalds Olympic Swim Stadium	3-B	TRO	Trojan Residence Hall	6-G
DMV	Department of Motor Vehicles	7-I	MAR	McAlister Academic Resource Center	4-C	TSC	Topping Student Center	6-D
DRA	Department of Public Safety	(PSA) 5-B	MBB	LAS Molecular Biology and Center for Computational Genomics (Irani Hall)	4-B	TYL	Tyler Building	7-G
DRB	Drama Annex	3-A	MBC	MacDonald Becket Center	7-C	UCA	University Computing Services Annex	2-D
DRC	Denney Research Center	5-A	MHP	Mudd Hall of Philosophy	7-D	UCC	University Computing Center	2-C
DRT	Drama Center	4-B	MRF	Montgomery Ross Fisher	4-F	UGB	University Gardens Building	6-H
DRT	Drama Trailer	4-B	MTS	Marks Tennis Stadium	3-A	UPV	University Park Telephone Vault	5-B
DXM	Marks Hall	6-F	MTX	Marks Tennis Stadium (Courts)	3-A	UUC	United University Church	3-E
EDL	Stoops Education Library	4-F	MUS	Musical Faculty	3-E	URH	University Religious Center	3-E
EEB	Hughes Aircraft Electrical Engineering Center	6-B	NCT	Norris Cinema Theatre	4-E	URI	University Hall	5-G
ELB	East Library Building	6-I	OCW	Moulton Organic Chemistry Wing	6-D	UVI	University Village	1-E
EVK	von KleinSmid Memorial Residence Hall (Everybody's Kitchen)	5-G	OHE	Olin Hall of Engineering	5-B	VHE	Vivian Hall of Engineering	6-C
FAC	University Club	7-F	OMP	Custodial Services Building	3-C	VKC	Von KleinSmid Center	5-E
FAM	Facilities Management	3-C	PAS	Paint Shop	3-D	WAH	Watt Hall	6-C
FIG	Figueroa	6-G	PCE	Neely Petroleum and Chemical Engineering	6-B	WPH	Waite Phillips Hall of Education	4-F
FLT	Fluor Tower	2-C	PED	Physical Education	5-D	WTO	Webb Tower	2-C
FWH	Freshman Writing House	3-E	PHE	Powell Hall	6-B	YWC	Belle D. Vivian YWCA	5-C
			PIC	Music Practice adn Instructional Center	4-C			



APPENDIX D – HEALTH SCIENCES CAMPUS (HSC) MAP

Health Sciences Campus

BMT	Bishop Medical Teaching and Research Building	9-K
CCC	Child Care Center	4-P
CHP	Center for the Health Professions Building	4-J
CLB	Clinical Administration Building	10-G
CPT	Capital Planning Trailer	2-K
CSA	Clinical Sciences Annex	3-P
CSB	Central Services Building	3-O
CSC	Clinical Sciences Building	2-O
DEI	Doheny Eye Institute	5-M
DOH	Doheny Vision Research Center	7-K
DOH	USC Ambulatory Health Center	7-K
EDM	Edmondson Building	1-R
EFC	Edmondson Faculty Center	9-I
EMP	Richard K. Eamer Medical Plaza	5-K-N
HCC	USC Healthcare Consultation Center	4-M
HCT	Healthcare Consultation Center II	5-L
HMR	Hoffman Medical Research Building	10-J
HRA	Health Research Association	16-B
HSV	Health Sciences Telephone Vault	4-J
KAM	Keith Administration Building	8-I
KAM	Louis B. Mayer Auditorium	8-I
MCA	McKibben Addition	9-K
MCH	McKibben Hall	9-K
MMR	Mudd Memorial Laboratory	8-K
MOL	Medical Oncology Lab	10-A
NOR	USC/Norris Comprehensive Cancer Center and Hospital	7-J
NML	Norris Medical Library	8-J
NRT	Harlyne Norris Research Tower	7-I
NTT	Doctor Norman Topping Tower	7-I
PMB	Parkview Medical Building	6-L
RMR	Raulston Medical Research Building	10-K
SRH	Seaver Residence Hall	9-J
PSC	John Stauffer Pharmaceutical Sciences Center	10-I
TOW	Tower Hall	10-A
TRC	Total Renal Care Building	2-Q
UNH	USC University Hospital	4-N
UHT	USC University Hospital Norris Tower	5-N
ZNI	Zilkha Neurogenetic Institute	6-J

LAC+USC Medical Center

BAB	Barracks A & B	14-E
CRL	Cancer Research Laboratories	9-B
CVC	Center for the Vulnerable Child	10-B
GLB	General Labs Building	15-D
GNH	General Hospital	12-G
IRB	Intern and Resident Building	12-J
ISC	Imaging Science Center	11-E
LRA	Livingston Research Annex	8-B
LRB	Livingston Research Building	7-B
OPD	Outpatient Clinic	13-J
PHH	Phinney Hall	9-A
RSC	Rand Schrader Outpatient Clinic/5P21	9-C
WCH	Women's and Children's Hospital	11-C

Visitor and Permit Parking

▲	Entrance to Parking Areas	
P2	Clinical Sciences Lot	3-O
P3	South San Pablo Lot	1-K
P4	Eastlake Lot	6-J
P6	Biggy Street/Health Sciences Parking Structure	9-I
P7	Lot 70	9-G
P8	Norfolk Lot	5-O
P9	USC/Norris Patient Valet Lot	7-J
P10	Playground Lot	2-Q
P11	San Pablo Lot	3-L
P12	USC University Hospital Valet Lot	5-M
P13	USC University Hospital Structure	3-M
P14	Lot 71, Zonal Lot	9-D
P15	Edmondson Building Lot (off map)	1-Q
P	County Parking Structures and Lots	

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