For staff wishing to earn an undergraduate degree from USC:

- Although it is possible for staff members to take a very limited number of courses at the university, staff must be formally admitted to the university in order to earn a USC bachelor’s degree.
- The most efficient route for staff wishing to gain admission is for them to begin their collegiate studies at a community college and apply as a transfer student to USC.
  - It is possible to complete most of USC’s Core requirements, as well as many pre-major requirements, at a community college, leaving only major-related coursework to be completed at USC.
  - USC maintains Articulation Agreements with California Community Colleges. Among other things, these agreements indicate which courses will transfer and how particular courses at your community college will fulfill USC requirements.
  - You may seek to be admitted as a transfer at any point, but the most appropriate timing is after the completion of two full years’ worth of transferable courses.
    - Regardless of the number of units transferred, all transfer students must complete a minimum of 64 units (16 semester-long courses) at USC in order to earn a bachelor’s degree.
    - The actual number of units required by each student will be determined after admission and will be dependent on the specific coursework transferred.
    - Keep in mind that USC undergraduate courses are taught mostly during business hours.
- Review the information regarding transferring at www.usc.edu/transferring.
- Attend a Transfer Information Session. They are held most Tuesdays at 3:00 p.m. in the Admission Center, Ronald Tutor Campus Center 200, University Park Campus. (Specific availability and reservations are available online at www.usc.edu/admission/undergraduate/visit/transfer.html.)
- Talk to an admission counselor about your interest and plans.
  - During business hours an admission counselor is on duty and can speak to walk-ins at the Admission Center.
  - Two senior admission officers are also available for appointments:
    - Becky Chassin, Senior Associate Director of Admission: chassin@usc.edu.
    - Aaron Brown, Associate Director of Admission: aaronbro@usc.edu.
- Review the information about using your tuition benefit at: https://employees.usc.edu/using-your-usc-education-benefits
- When ready, apply to the university as a transfer student, using the Common Application, available online at https://www.commonapp.org.
  - The application period for undergraduate transfers is between August 1 and February 1.
  - Decisions for transfers are released from May through July.
  - Transfer admission to USC is competitive: The typical admission rate is 30 percent and the average college GPA of admitted students is around 3.7. Special consideration will be given to USC staff members.
  - Transfer decisions are made primarily on the basis of grades and course selection. Standardized tests (such as the SAT and ACT) are not required and are not considered for transfers.
For staff wishing to earn a graduate degree from USC:

- Review the information for your program of interest on that department’s website.
- Contact the departmental representative for your program of interest.
  - Graduate admission decisions are not made by the university’s Admission office. Instead, they are handled by each school or program.
  - You can find further information and links here: [www.usc.edu/admission/graduate/programs/index.html](http://www.usc.edu/admission/graduate/programs/index.html).
- Review the information about using your tuition benefit at [https://employees.usc.edu/using-your-usc-education-benefits](https://employees.usc.edu/using-your-usc-education-benefits).
  - Note that additional financial aid may be available in the form of loans. Further information about financial aid eligibility and the application process is available at [www.usc.edu/financialaid/applying_receiving/graduates1](http://www.usc.edu/financialaid/applying_receiving/graduates1).
- Apply for graduate admission at [www.usc.edu/admission/graduate/applyonline](http://www.usc.edu/admission/graduate/applyonline).
  - Keep in mind that requirements and deadlines vary from school to school and program to program.
  - All programs require that applicants submit:
    - Official transcripts of all college coursework completed.
    - Standardized test scores (typically GRE, but other tests may be required, depending upon program).
    - A personal statement.
    - References or letters of recommendation.
  - Links to program-specific information and requirements can be found online at [www.usc.edu/admission/graduate/programs/index.html](http://www.usc.edu/admission/graduate/programs/index.html).
- Staff with specific questions about graduate study and/or graduate admission are encouraged to attend a Spotlight USC information session, held monthly on the University Park Campus. Further information and reservations are available online at: [www.usc.edu/admission/graduate/learn/graduate_preview.html](http://www.usc.edu/admission/graduate/learn/graduate_preview.html).
  - Graduate admission officers will be on-hand at these events to answer questions. Alternatively, staff are welcome to contact Joseph Sañosa, Assistant Dean for Graduate Admission, at sanosa@usc.edu.