

FACULTY PAYROLL SET UP

Once we have received your signed contract, you will receive an email with payroll documents attached along with a schedule of available times for a one hour meeting that will be required for you to be set up in payroll. You can contact Liz at corneil@usc.edu to schedule the appointment. Be sure to complete the attached documents prior to your scheduled appointment date. Once entered into the payroll system I will take one day before you can obtain your university ID card (USCcard), arrange parking, studio access, library privileges and activate your USC email address.

USC CARD

To obtain your USCcard go to the USCcard Services office located on the first floor of Parking Structure X check-in kiosk. They are open Monday through Friday 7 am - 5 pm. If you have questions or concerns, USCcard Services may be contacted directly at (213) 746-8700.

STUDIO ACCESS

Your ID card will be programmed to allow you card access to the building and all of the studio spaces as well as the Faculty Staff Lounge. When you have obtained your ID card please come to the main office in West 204 or email your ID number to Kathryn Abbe, kathryn@usc.edu in order to have your card access changed.

EMAIL ADDRESS

Every faculty member is required to have a working USC email address. It is not required that you use your USC email address but one will be automatically created for you by the university once you have been activated in the payroll system. You can find your assigned email at www.usc.edu/it/itsec. Enter your name and birth date and the system will search for your email address. When the system finds your name you will be led through the process of setting up your password and logging on for the first time. If you experience any problems, please contact the IT Customer Support Center via at (213) 746-5555.

While we do not require you to use your USC email address to communicate with students and staff there are some University applications require you to use it. You will need to find your student number and to enter grades. We recommend that you go through the process of setting up the account. If you prefer not to use it you can have the account forwarded to the email address of your choice.

MAIL

Mailboxes will be set up for you in the Faculty Lounge. University mail and School of Architecture correspondence will be delivered to your box along with departmental announcements and memos from the Dean or other staff members. You should check your mailbox several times a week.

KEYS

Keys to provide all faculty access to a shared office space. If you are assigned a space and do not need the keys to use it please let us know. Keys for classrooms and galleries (shared spaces) are available for check out from the Main Office, West 204. For early morning and evening classes we can have arrangements for you to be issued a room key for the semester. Reserve space for studio must be reserved through the main office.

FACULTY LOUNGE & STORAGE ROOM

The Faculty Lounge and Storage Room is accessible to faculty after hours by card access but you must have a new faculty ID to access. The Main Office is open from 8:30 am - 5:00 pm. Those of you teaching evening classes or studio classes that run late may need to access the lounge after the office is closed to return AV equipment or keys or to make copies.

VIDEO VISUAL EQUIPMENT

Audio AV equipment is available for check out on a daily basis from the Main Office. For evening courses, equipment must be returned to the Faculty Lounge. You will have after hours access to the Lounge by using your ID card.

parking on the USC campus and vicinity is always in short supply. **USC does not allow us to pay for parking for any related faculty member or employee. In order to arrange for an on-campus parking permit you must visit the Transportation Dept. in person with your USC ID card and your registration.** The Transportation Office is in Parking Structure 9 next to Housing Services (behind the hall). They are open Monday-Friday, 8:30 AM to 7:00 PM. Parking can be paid monthly or by the semester. Daily parking costs \$12 per day and may be paid at the gate if space is available. You can investigate your options online at: <http://transport.usc.edu/online/parking/permits>.

Public Parking

A Public Parking Lot that serves the Natural History Museum is located on Merkle Ave. just south of Exposition Blvd. and east of Vermont Blvd. Rates vary as on campus.

Other Alternatives

The Transportation Dept. also offers bus and rail passes. There is free parking at some light rail and subway stations. For these alternatives, more information is available on various, captioned rail and bus routes at the Transportation Dept. at: <http://transport.usc.edu/online/parking/>

MARKING FOR GUEST LECTURE/SPEAKERS

For your guest jurors or lecturers to park on campus, you must request parking before noon on the day before the guest is arriving and give us the date and time if their arrival. Monday reservations must be made before noon on the previous Friday. The reservation will be for parking in Parking Structure A (PSA). Your guest should be instructed to enter the campus at Gate 1 and give their name to the attendant at the kiosk.

COPIING SERVICES

Both Office staff, or student workers, can arrange any copying jobs that you require for your classes. Please allow adequate time for large or complex copying jobs. 24 hours is preferable. Or you are welcome to use the copier in the Faculty Lounge to do your copying yourself. You will be assigned a personal copier code for using this copier. The code can be used for all copies not directly associated with a particular course. Each course has an assigned copy code consisting of the course number preceded by two zeros. For example, if you are teaching Arch 102, copies for the class should be made with the copier code 0102.

BLACKBOARD

Blackboard is the University's digital course software system. You can post any documents, have your course discussions posted online, etc. You can be use it internally (just for roster info) or use it fully. Once you have completed your contract and filing process, you will be allowed into your course's Blackboard site. Please review the USC Blackboard site (<http://blackboard.usc.edu>) so you can be familiar enough with it for general use throughout the semester. Use of this system is mandated by the University in case of a school-wide emergency and so it means to resume teaching remotely in case of a larger catastrophe such as an earthquake. So please take the time to try out the system prior to the semester in case you will need to use it for any reason. **By the first day of classes, please post your final syllabus on Blackboard and provide a copy of it as well to the Main Office.**