To: Viterbi Ph.D. students, faculty and staff

From: Jennifer Gerson, Director of Doctoral Programs

Date: April 26, 2018

RE: Ph.D. Student Health Center Fee Coverage in Summer 2018

Effective Summer 2012, the Provost mandated that any Ph.D. student (new, continuing, domestic or international) who is on-campus for academic reasons (RA/TA, AL Position, EDGE/APD Institute, etc.) during the Summer term must have student health insurance and access to the Engemann Student Health Center during the Summer semester.

This memo is intended to provide Viterbi Ph.D. students, faculty, and staff additional information regarding Ph.D. access to the Engemann Student Health Center in Summer 2018.

For Summer 2018, all continuing Ph.D. students, who are not otherwise enrolled in Summer 2018 coursework or directed research by May 7, 2018, will be enrolled in GRSC-802 (a zero unit, zero fee course) by the Registrar’s Office, and will have the Student Health Center fee posted to their financial account. Enrollment into this course will ensure access to the Engemann Student Health Center during the Summer 2018 semester.

The Summer 2018 Student Health Center fee is $246.00.

Viterbi will pay the Summer 2018 Student Health Center fee for any continuing Ph.D student with a valid Summer 2018 Research or Teaching Assistantship.

- The respective academic department’s aid coordinator is responsible for entering the student health center fee aid award in the Student Information System (SIS) for those continuing Viterbi Ph.D. students with a valid Summer 2018 RA/TA.

Viterbi will pay the Summer 2018 Student Health Center fee for any continuing Ph.D. student who was a Viterbi School funded fellow in both Fall 2017 and Spring 2018.

- Tracy Charles, GAPP Office Doctoral Programs Coordinator, is responsible for entering the appropriate student health center fee aid award on the Student Information System (SIS) for those continuing Ph.D. students who were Viterbi School funded fellows for the Fall 2017 and Spring 2018 semesters.

The USC Graduate School will pay the Summer 2018 Student Health Center fee for any continuing Ph.D. student who was a Graduate School funded fellow in both Fall 2017 and Spring 2018 (i.e. Provost, Annenberg, Global, Rose Hills, Endowed, Dissertation Completion, NSF, and Ford).

Continuing Ph.D. students who do not have a Summer 2018 Graduate Assistantship, but are enrolled in Summer courses (using tuition benefits from their Fall and/or Spring assistantship), are responsible for paying the Summer 2018 Student Health Center fee posted to their account.
Continuing Ph.D. students who will not be on-campus for academic reasons (RA/TA, AL Position, EDGE/APD Institute, etc.) during the Summer 2018 semester AND who are not receiving Summer funding from USC may request a student health center waiver via [https://viterbigrad.usc.edu/viterbi-phd-student-engemann-student-health-center-fee-waiver-for-summer-2018/](https://viterbigrad.usc.edu/viterbi-phd-student-engemann-student-health-center-fee-waiver-for-summer-2018/). The GAPP Office will review the requests and follow up with the students regarding how to drop GRSC-802. Once students drop GRSC-802, the Student Health Center fee will be removed.

Continuing Ph.D. students funded by USC in Spring 2018 will continue to have student health insurance through August 12, 2018.

**All new Ph.D. students entering in Summer 2018 that have a valid Summer 2018 Research or Teaching Assistantship, will have the Student Health Center fee posted to their financial account and have access to the Engemann Student Health Center in Summer 2018.**

- The respective academic department’s aid coordinator is responsible for entering the student health center fee aid award in the Student Information System (SIS) for those new Viterbi Ph.D. students with a valid Summer 2018 RA/TA.

**All new Ph.D. students entering in Fall 2018 and arriving prior to the August 13, 2018 Fall Student Health Insurance start date will be enrolled in GRSC-801 (a zero unit, zero fee course) by the Registrar’s Office, will have the Student Health Center fee and student health insurance posted to their financial account and have access to the Engemann Student Health Center as soon as they arrive to USC.**

- The GAPP Office will survey new students to confirm their arrival dates.
- The GAPP Office will notify the Registrar’s Office and the Engemann Student Health Center with the arrival dates of the incoming students.
- Fall 2018 RA/TA fees will be credited by the entering of the appropriate student health center fee aid award on the Student Information System (SIS) by the respective academic department’s aid coordinator.
- Fall 2018 Fellowship students’ fees will be credited by the entering of the appropriate student health center insurance aid award on the Student Information System (SIS) by the GAPP Office Doctoral Programs Coordinator, Tracy Charles.
- As a reminder, new international students are required to complete passport verification in the Office of International Services (OIS). Please visit [http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/](http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/) for more information.

If you have any questions regarding the Summer 2018 student health center coverage policy, please do not hesitate to contact Jennifer Gerson at jgerson@usc.edu or Lauren Ferrell at lauren.ferrell@usc.edu.

Thank you!