



# DEN Petition Overview

Viterbi Admission and Student Engagement (VASE)





## We will review...

- 1** What is the DEN Petition
- 2** Who Can/Cannot Submit
- 3** How To Submit
- 4** DEN Petition Process
- 5** Common Questions

# DEN Petition

- The DEN Petition is a petition to request registration in the DEN section of a course. DEN sections are reserved for students formally admitted to the DEN@Viterbi program.
- DEN Petitions are reviewed on a case-by-case basis. VASE considers the entirety of the situation and any extenuating circumstances before making a decision. DEN Petition approval and registration in DEN sections is not guaranteed. **Students should continue to register in their usual on-campus courses until they have secured DEN Petition approval.**
- **Priority** for DEN courses by petition is given to students who are:
  1. Final semester students requesting a course within their academic department.
  2. On-campus USC Viterbi students requesting a course within their academic department.
- DEN Petition approval **does not change your status to DEN@Viterbi**. Your status remains **on-campus**. You just have approval to register in the DEN section as an on-campus student for a specific term.



# State Authorization

USC must be authorized to deliver online programs to students residing in certain states that require state authorization. Prior to enrolling in classes, DEN@Viterbi (online) students in the United States need to confirm that their academic program is authorized by their state for online delivery. Your program may not be authorized in all states and therefore if you move, you may not be able to continue in the program. Should you plan to move, please contact [den@vase.usc.edu](mailto:den@vase.usc.edu) well in advance to determine your options for continuing this program. A list of states where your program is currently authorized is available at the [State Authorizations](#) page. If your state is not listed, your DEN petition will not be approved.

**Questions:** If you have any questions about a specific state or academic program, please email [stateauthorizations@den.usc.edu](mailto:stateauthorizations@den.usc.edu).



# Who Can Submit – On Campus Students

- Viterbi on-campus students, undergraduate and graduate who cannot attend a class on campus.
  - Undergraduate students: VASE Academic Services approval required.
- Non-Viterbi on-campus students or students in Non-Viterbi online programs.
  - Viterbi Academic Department graduate advisor approval to take the Engineering course as a non-Viterbi student required.



# Who Can Submit – PDP Students

- PDP students must have completed their BS degree or will complete their BS degree in the term prior to the requested term to be eligible to submit the DEN Petition.
  - PDP students who will complete their BS degree in a future term will need VASE Academic Services approval to take a course on DEN.
- PDP students who have earned the BS degree and plan to complete all MS requirements via DEN should contact [den@vase.usc.edu](mailto:den@vase.usc.edu).



# Who Can Submit – International Students



## IMPORTANT I-20 CONSIDERATIONS

By submitting the DEN Petition, you are confirming that you will not enter the U.S. and will take courses online via DEN@Viterbi from outside of the U.S. Your **initial entry** I-20 will be **anceled** and you will need to request an updated **initial entry** I-20 for whichever semester you plan to enter. **DO NOT SUBMIT THE DEN PETITION if you plan to enter the U.S.**

- **International students with Internships**
  - CPT approval and registration in ENGR-596/7/8 is **required** before a DEN Petition can be submitted.
- **International students outside of the U.S.**
  - Continuing students who began their program outside of the U.S. in non-F1 status.
  - Students outside of the U.S. will be **required** to complete and submit the DEN International Proctor Packet with DEN Petition.



# International Students with STU50/60/55



**INTERNATIONAL STUDENTS  
WITH STU50/60/55 HOLDS**

Students who are unable to continue their program in-person for Fall 2022 and need to continue their program from abroad as non-F-1 students and not in the U.S. **must submit** the **Request for Temporary Lift of Registration Hold** to OIS for review before submitting the DEN Petition.

You can access the form via the OIS Passport Verification (PPV) website:  
<https://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/>





# Students Outside of the U.S.



**DEN INTERNATIONAL  
PROCTOR PACKET  
REQUIRED**

Students who are outside of the U.S. and requesting registration in DEN sections are **required** to complete and submit the **DEN International Proctor Packet** with the DEN Petition.

Not all courses will require proctored exams but DEN will need to evaluate exam proctor options. For this reason, students outside of the U.S. must have an approved proctor on record in order to be eligible to register in DEN sections from abroad.

The link to the DEN International Proctor Packet will be on the DEN Petition form.



# Who Cannot Submit the DEN Petition

- **On-campus section is full.** Any student waiting to get into an on-campus section of a course that is full or closed.
  - DEN@Viterbi sections cannot be used as overflow for full on-campus sections.
  - If it is your final semester and the course is required, please work with your academic advisor to find alternative options.
- **Time Conflict.** Any student waiting to get into an on-campus section of a course that has a course time conflict.
  - DEN@Viterbi sections do not override course time conflicts with on-campus sections. DEN sections are scheduled at the same day/time as their on-campus counterpart.
  - The student should pursue the time conflict between the two on-campus sections via the Time Conflict Form.



# The DEN Petition Process

1

Submit Temporary Hold Removal Request to OIS

- International Students with STU 50/60/55 holds.
- **OIS processing time: 2-3 business days**

\*International Students only

2

Submit the DEN Petition

- Upload all required approvals and any documentation.
- **Processing time is 10-12 business days.\***
- Check your DEN Petition Status.

\* Expect delays if DEN Petitions are incomplete or missing documents.

3

Receive DEN Petition Decision

- Sent via email.
- DEN d-clearance is issued when DEN petition is approved.

4

Register

- **DEN d-clearances expire within 7 days.**
- Reinstatement of DEN d-clearances will be subject to course availability if student fails to register.

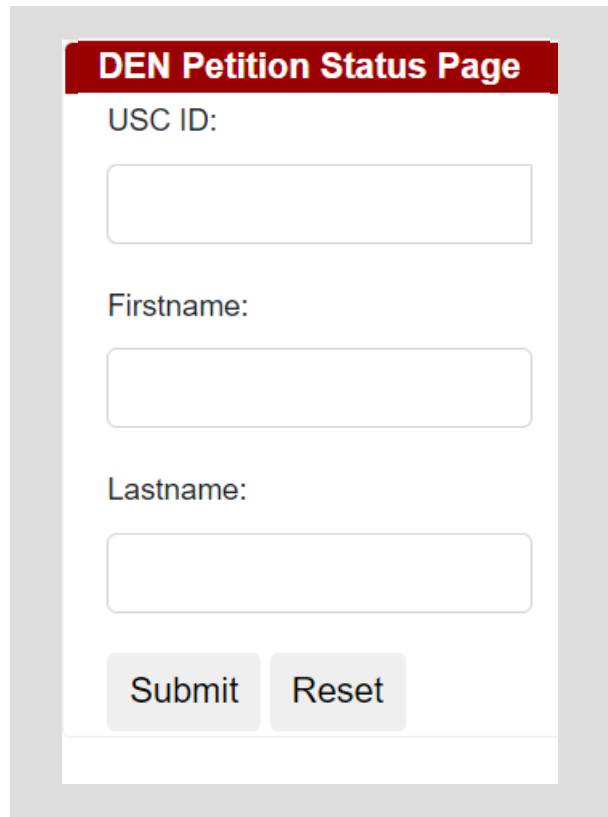
5

Create your DEN Profile

- If you do not have an existing D2L account, you will need to create a DEN profile.



# DEN Petition Status



The screenshot shows a web form titled "DEN Petition Status Page". It contains three input fields: "USC ID:", "Firstname:", and "Lastname:". Below the fields are two buttons: "Submit" and "Reset".

- After 5 business days, you can check your DEN Petition Status online.
- Delays in processing often caused due to:
  - Incomplete DEN Petition
  - DEN International Proctor Packet missing or not approved
  - Courses requested not approved for degree program
  - Course availability
  - Registration holds
  - Additional approval required

<https://denawstools.uscden.net/mydentools/students/denpetition/status.php>



# DEN Course Registration

DEN d-clearance will be provided when your DEN Petition is approved.

- DEN d-clearance is only valid for 7 days.
- You will register via web registration.
- Reinstatement of DEN d-clearances is not guaranteed and will be subject to course availability if student fails to register. Please contact [masters@vase.usc.edu](mailto:masters@vase.usc.edu) for assistance.

# DEN Course Access on Desire2Learn (D2L)

## Access to your DEN course

- You may already have an existing D2L account if you have taken any on-campus course that had a corresponding DEN section. You will use the same D2L login to access your DEN course. Your DEN course links will appear on your Courses page in D2L.
- If you do not have access to D2L, you will need to create a DEN profile. Please refer to your DEN approval email for instructions.

# DEN Exams Information

Exams delivery vary by course and course instructor.

- International students outside of the U.S. must have an approved DEN International Proctor Packet in the event a course requires exams to be proctored in person at a testing site.
- Please contact the DEN Exams Coordinator at [denexam@usc.edu](mailto:denexam@usc.edu) for course specific exam requirements.

# DEN Petition– Common Questions

- **Can I submit multiple DEN Petitions?**

You may only submit **one** DEN Petition at a time. Your active DEN Petition must be completed before you will be allowed to submit a new petition. Please do not submit multiple DEN Petitions as this will cause delays. You should only submit the DEN Petition when you have finalized your course selections for the semester.

- **Why was my DEN Petition was denied?**

Registration in DEN sections is not guaranteed. Your denial reason will be included in your denial email. You should have a back-up plan if you are not approved to register in a DEN course.

- **It has been 10-12 business days and my DEN Petition is still pending?**

While we try our best to process DEN Petitions within 10-12 business days, delays in processing may occur. Please check your DEN Petition status online or contact [den@vase.usc.edu](mailto:den@vase.usc.edu) for assistance on the 6<sup>th</sup> business day. You can expect a response within 1-2 business days so please do not send multiple emails to multiple people.





# Contact Info

DEN@Viterbi Support	Contact Information	Staff
Technical support, Desire2Learn training, Homework	<a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a> 213-740-9356	Daniel Cueva
DEN Petition Inquiries	<a href="mailto:masters@vase.usc.edu">masters@vase.usc.edu</a>	VASE Graduate Student Affairs
Exams	<a href="mailto:denexam@usc.edu">denexam@usc.edu</a> 213-740-9356	Shirley Schutt

