Spring 2024 DEN Registration

Hello DEN@Viterbi Students!

Greetings from the Office of Viterbi Admission & Student Engagement! Please review each section of the registration memo carefully for updates regarding Spring 2024 registration.

D-clearance Reminders

All DEN@Viterbi courses require departmental clearance (d-clearance) before you can register via the Web Registration system. All d-clearance requests must be submitted to the D-clearance request form. Review the DEN Current Student website for detailed registration information: https://viterbigrad.usc.edu/denviterbi-student-services/den-current-students/ Prior to submitting your request for d-clearance, ensure you have lifted any holds and requested any pre-requisite waivers.

Registration Information

DEN Registration for the Spring 2024 semester begins **October 24th, 2023.** DEN@Viterbi will open d-clearance requests on **October 23, 2023**.

Please refer to the chart below for detailed information regarding d-clearance issuing dates.

Academic Department	DEN D-clearance Processing Begins
AME, ASTE, SAE, BME, CEE, ECE, ISE, MORK	OCT. 24
CSCI/DSCI	NOV. 6
Non - Majors (AME, ASTE, SAE, CEE, ECE, MORK)	OCT. 24
Non - BME Majors	OCT. 27
Non-ISE Majors	DEC. 4

Non - CSCI/DSCI Majors	JAN.8

D-clearance Processing Timeline
Our office will process d-clearance requests within 2 business days. If you have a hold on your account or have not requested a prerequisite waiver, your d-clearance will be delayed. Please ensure you review the holds section for more information.
Please note that, due to the high volume of requests, our processing time during the first week may be longer. We ask for your patience as we review D-clearance requests.

Expired D-clearance
D-clearances are valid for 7 business days. After 7 business days, your request will expire, and registration will no longer be possible unless a request is submitted to reinstate d-clearance. Course availability is not guaranteed, so we encourage you to register while you have an active d-clearance. To submit a request for expired d-clearance, please follow the link below:
https://usc.qualtrics.com/jfe/form/SV_cUsfXK5hPYgSI2a

Why is a DEN course not listed on the D-clearance tool?
Please note that as academic departments are updating and finalizing their Spring 2024 course schedules, additional courses will be added to the DEN D-clearance Request Form throughout the months leading up to the start of the semester. If your desired course is listed in the Spring 2024 Schedule of Classes but not in the D-clearance Request Form, please continue to check the tool periodically.

Academic Advisement
Review the registration memo that your academic department sent prior to registering. If you have questions regarding your degree requirements, please contact your academic department graduate advisor .

Important Spring 2024 Dates
- Spring classes begin the week of January 8th-12th, 2024.
- Last day to add-drop courses to receive tuition refund: January 26th, 2023
  - Review the registration calendar for all registration deadlines

Important reminders
- CHECK your account for **HOLDS** prior to registration. How do I know if there are holds on my account?
  - Review holds on MyUSC- OASIS
  - Please note that holds on your account will delay or prevent you from registering on the scheduled registration start day and time. *For assistance on how to clear a hold, contact the office that placed the hold on your account. You will find this information via web registration.*

Below are a few examples of holds you may find on your account:
- **ADM 40/RNR 40:** Lacking Prior Degree Verification – This hold should not prevent you from registering, but you should submit your degree verification (official transcripts from your previous institution) as soon as possible.
  - More information: degree verification.
  - For assistance, contact RegistrarOne Stop Center at (213) 740-8500 or via their contact form:https://ask.usc.edu/app/ask
- **ADM 41/RNR 41**: Lacking Prior Degree Verification – This hold will prevent or delay your registration.

- **USC10:** Must take student training/module via Trojan Learn - if training is not completed, this may prevent or delay your registration.
- **USC03:** Must take student training/module via Trojan Learn - if training is not completed, this may prevent or delay your registration.
- **COLL** – Collections Hold – this may prevent or delay your registration.
- **ADM 20** – Continuous Registration Requirement – This hold should not prevent you from registering. Check in with your Academic Advisor if you have any questions.

- **Prerequisite Waivers:** For courses that have prerequisite course requirements of 400 level or above, please follow your academic department process to waive pre-requisites.

- **Semester Payment**
  - The last day to register and settle your bill without incurring late registration fees for the Spring semester is **January 5, 2024**. Tuition and fees for classes are assessed at the time of registration and due when billed, regardless of class start date(s). Please visit the Student Financial Services website for more information.

If you have any questions about registration, university policies and procedures, or other administrative support, please do not hesitate to contact our office at den@vase.usc.edu. Please allow 3 days for a response. Students are also welcome to attend VGASP virtual drop-in hours anytime Monday-Thursday from 10 a.m. to 12 p.m.: https://viterbigrad.usc.edu/academic-advisement/

Fight On!
Graduate Academic Services and Programs

Viterbi Admission & Student Engagement
Viterbi School of Engineering
University of Southern California
email: den@vase.usc.edu website: DEN@Viterbi Current Students

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