



Hello VASE,

Hello DEN@Viterbi Students!

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@Viterbi will open d-clearance requests on **November 20th, 2023**.

\*\* If a course needs confirmation, it will not appear on the D2L's d-clearance drop-down menu. Please check the tool periodically for any updates.

### **D-clearance Processing Timeline**

Our office will process d-clearance requests within 2-3 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 do ask for your patience as we work to review D-clearance requests as soon as possible.**

### **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 an expired d-clearance, please follow the link below: [https://usc.qualtrics.com/jfe/form/SV\\_cUsfXK5hPYgSI2a](https://usc.qualtrics.com/jfe/form/SV_cUsfXK5hPYgSI2a)

## Course not listed on the DEN D-clearance tool?

Please note that as academic departments are updating and finalizing their Spring 2024 course schedules, additional courses may 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 8-12.
- Add-drop deadline and receive tuition refund: January 26th
  - Review the registration calendar for all add-drop dates

## Important Reminders

- Holds
  - Review holds on MyUSC- OASIS
- Prerequisite Waivers
- Semester Payment
  - The last day to register and settle your bill without incurring late registration fees for the Spring semester is **January 5th**. Tuition and fees for fall 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 information about the settlement of your student account.

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](mailto:den@vase.usc.edu).

Take Care, and Fight On!

Graduate Student Affairs and Programs Team

Viterbi Admission & Student Engagement (VASE)

---

### **This email contains important information for Viterbi Graduate Students!**

Please read and disperse information to others as necessary. If you have any questions, reach out to the Viterbi Admission & Student Engagement (VASE). Do not unsubscribe from this communication; doing so would remove you from all future VASE emails, including job announcements, scholarship opportunities, event invitations, etc. These emails are sent with features allowing us to see who opens and clicks on various links. These stats will be monitored to ensure students are reading this important information.

USC Viterbi School | OHE 106, Los Angeles, CA 90007

[Unsubscribe masters@vase.usc.edu](mailto:unsubscribe_masters@vase.usc.edu)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [den@vase.usc.edu](mailto:den@vase.usc.edu) powered by



Try email marketing for free today!