Spring 2024 Registration Information

Hello DEN@Viterbi Limited Status 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 Limited Status Student website for detailed registration information: https://viterbigrad.usc.edu/denviterbi-student-services/den-limited-status/

Prior to submitting your request for d-clearance, ensure you have lifted any holds and requested any pre-requisite waivers.

Registration Information

Registration for the Spring 2024 semester begins on October 24th. DEN@Viterbi will open D-Clearance requests for limited status students on **December 4th.**

D-clearance Processing Timeline

Our office will process d-clearance requests within 1-2 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.

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

Academic Advisement
If you would like to meet with a VASE advisor, you can visit drop-in advising M-W from 10:00 am-12:00 pm: https://viterbigrad.usc.edu/academic-advisement/

Important Spring 2024 Dates
- Spring classes begin the week of January 8-12.
- Add-drop deadline to receive tuition refund: January 26th
  - Review the registration calendar for all add-drop dates

Important reminders
- Holds
  - Review holds on MyUSC- OASIS
- 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.

Take Care, and Fight On!

Graduate Student Affairs and Programs Team
Viterbi Admission & Student Engagement (VASE)