

# Requesting DEN D-Clearance





# Presentation Overview

- Limited Status Policies Overview
- D-Clearance Request Policy Review
- D-Clearance Updates for Summer 2024
- Basic Tool Overview
- Contact Information



## Limited Status Policies

- Limited Status students should enroll in courses within the requested academic department prior to enrolling in elective courses and can only take 12 units of earned credit.
- If you are unsure of the total number of units you have enrolled in please contact, [vaseden@usc.edu](mailto:vaseden@usc.edu).



# D-Clearance Policies

- Only **2** requests can be submitted at a time.
- **1-2** business days processing timeline. D-Clearances are processed in the order received.
- The **first three weeks** of the semester are peak times.  
\*\*\*The timeline will range from **2-3** business days.
- D-Clearance requests will be **denied** if students need department course approval or do not meet pre-requisites. A new d-clearance request will need to be submitted. Your D-clearance request will be processed in the order received.



# D-clearance Request Updates

- The D2L D-Clearance request system will be retired beginning Summer 2024.
- Re-issue D-Clearance form will be retired. Re-issue requests will be submitted to MyViterbi.
  - \*\*\*These requests will not be prioritized. Requests will be reviewed in the order received.
- Course requests can be deleted on MyViterbi.
- Any updates regarding d-clearances will be noted on the status page on MyViterbi.





# **Tools Overview**

# MyViterbi – D-Clearance Request Manager

Click on **D-clearance Request Manager** to access the system.

**myViterbi**

**Announcements**

- Advisement Appointment System
- Building Access Log During COVID-19 Restrictions
- Center for Undergraduate Research in Viterbi Engineering (CURVE)
- **D-Clearance Request Manager**
- DEN Petition Request Form
- Directed Research
- Grader, Mentor & Course Producer Application
- Instructional Software Distribution
- Learning Environment Services Manager
- Leave of Absence Requests
- MS Progress Review
- Optional Practical Training Graduation Verification Form
- Placement Exam Registration (EE)
- Pre-Req Waiver Request Manager
- Progressive Degree Program
- Purchase Order Request Tool (PORT)
- Secure Document Uploader
- Temporary Removal of ADM/RNR41 Holds
- Viterbi Service Desk

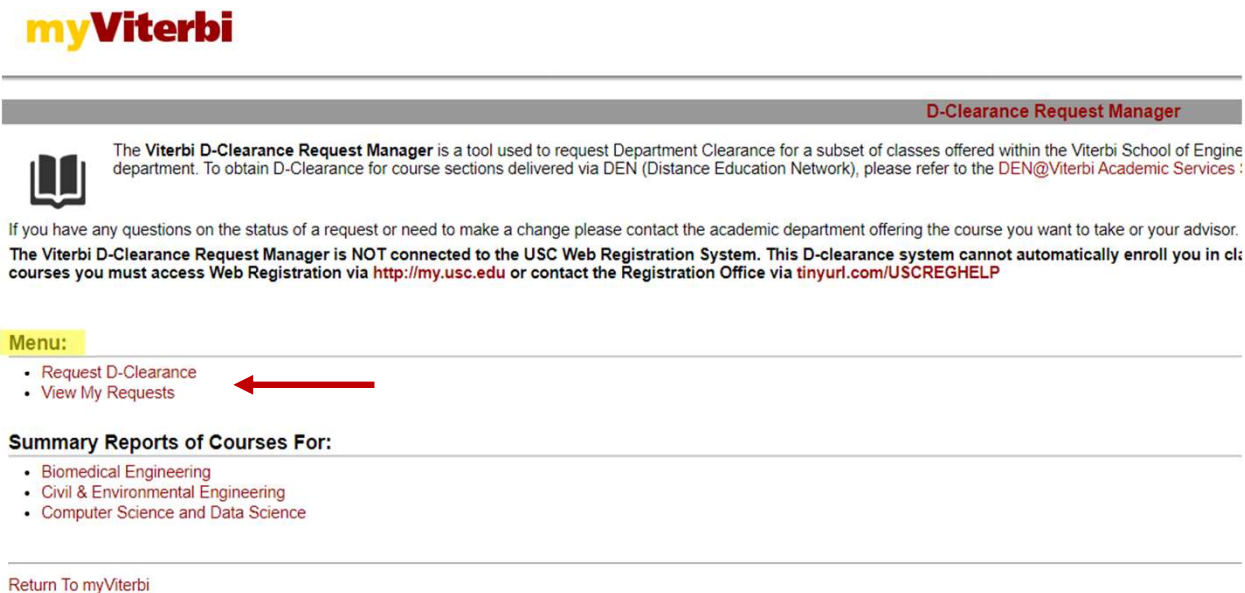
<https://myviterbi.usc.edu/>



# MyViterbi – D-Clearance Request Manager

Under **Menu**, you can:

- Submit a Request
- View Request Status



The screenshot shows the myViterbi D-Clearance Request Manager interface. At the top, the myViterbi logo is displayed. Below it, a header bar reads "D-Clearance Request Manager". A book icon is positioned to the left of the introductory text. The text explains that the tool is used to request Department Clearance for a subset of classes within the Viterbi School of Engineering department. It provides contact information for DEN@Viterbi Academic Services. A paragraph below states that users should contact the academic department or advisor for questions. A bolded warning states that the system is not connected to the USC Web Registration System and cannot automatically enroll users. A "Menu:" section is highlighted with a yellow background and a red arrow pointing to it from the left. The menu contains two items: "Request D-Clearance" and "View My Requests", with a red arrow pointing to the second item. Below the menu is a "Summary Reports of Courses For:" section with a list of departments: Biomedical Engineering, Civil & Environmental Engineering, and Computer Science and Data Science. At the bottom, there is a "Return To myViterbi" link.

**myViterbi**

**D-Clearance Request Manager**

The **Viterbi D-Clearance Request Manager** is a tool used to request Department Clearance for a subset of classes offered within the Viterbi School of Engineering department. To obtain D-Clearance for course sections delivered via DEN (Distance Education Network), please refer to the [DEN@Viterbi Academic Services](mailto:DEN@Viterbi) :

If you have any questions on the status of a request or need to make a change please contact the academic department offering the course you want to take or your advisor. **The Viterbi D-Clearance Request Manager is NOT connected to the USC Web Registration System. This D-clearance system cannot automatically enroll you in classes you must access Web Registration via <http://my.usc.edu> or contact the Registration Office via [tinyurl.com/USCREGHELP](http://tinyurl.com/USCREGHELP)**

**Menu:**

- Request D-Clearance
- View My Requests

**Summary Reports of Courses For:**

- Biomedical Engineering
- Civil & Environmental Engineering
- Computer Science and Data Science

[Return To myViterbi](#)





# MyViterbi – D-Clearance Request Manager

## D-Clearance Request Manager

To request D-Clearance for a **DEN section**, click on the DEN@Viterbi link below:

→ [DEN@Viterbi](mailto:DEN@Viterbi) ←

To request D-Clearance for an **On-Campus section**, select the department from the links below:

- [Aerospace and Mechanical Engineering](#)
- [Biomedical Engineering](#)
- [Civil & Environmental Engineering](#)
- [Computer Science and Data Science](#)
- [Ming Hsieh Department of Electrical and Computer Engineering](#)
- [The Mork Family Department of Chemical Engineering and Materials Science](#)

*Note: If the department you wish to request D-Clearance from is not listed above that means this system is not active for those classes at this time. Please contact your student advisor to find out when D-Clearances will be available for that department. D-Clearance requests for courses outside of Viterbi are managed by that department. Please contact them directly.*

To request D-Clearance for DEN sections you need to select **DEN@Viterbi**.

# MyViterbi – D-Clearance Request Manager

You will need to make a few selections:

- Term: semester of request
- Course:
- Section\*

\*Lab, Discussion, and Quiz sections do not need to be requested. D-Clearances will automatically be issued once we process your Lecture D-clearance.

Please fill out the request below for each class. After submitting, you will receive an email confirmation that we received the request and when the request is granted/denied you will receive another email. **Note: For Directed Research courses (490, 590, 790) please use the myViterbi Directed Research Tool.**

Department: DEN@Viterbi [ Change? ]

Select the Term: Summer 2024 

Course you would like D-Clearance for: - please select a term -  
Summer 2024 term - v

Select the section you want to register for: - please select a dept and course - v

I certify that I have read the "Student Information" above.



# MyViterbi – D-Clearance Request Manager

- You do not need to submit a request for **Lab, Discussion, and Quiz** sections.
- D-Clearances will automatically be issued once we process your Lecture D-clearance.

Department: DEN@Viterbi [ Change? ]

Select the Term: Summer 2024

Course you would like D-Clearance for: CSCI-402

Select the section you want to register for:

- select -
- select -
- 29910 - Lec

I certify that I have read the "Student Information" above.

Submit Request Now



# MyViterbi – D-Clearance Request Manager

You will receive a confirmation message once you submit your D-Clearance course request.

**myViterbi**

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**D-Clearance Request Manager**

Your request for D-Clearance for: EE 450 has been received.

Please allow 1-2 business days for your dclearance request to be reviewed. A reminder that your dclearance will be valid for 7 days from the date it is processed.

\*\*\*CHECK your account for HOLDS before registration. [https://ask.usc.edu/app/answers/detail/a\\_id/544/~how-do-i-know-if-there-are-holds-on-my-account-that-will-block-my-registration](https://ask.usc.edu/app/answers/detail/a_id/544/~how-do-i-know-if-there-are-holds-on-my-account-that-will-block-my-registration)

Check for Prerequisites!  
If you request D-Clearance for a course but do not have the pre-requisites, we cannot give you D-Clearance for that course. Please connect with your academic department for more information. Pre-requisites can be found in the course descriptions provided in the University Catalogue <http://catalogue.usc.edu/> or the Schedule of Classes <http://classes.usc.edu/>.

If you have any questions, please email [vaseden@usc.edu](mailto:vaseden@usc.edu)

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[Return To Main Menu](#)



# Email Communication

You will also receive an email confirmation.

Dear Ruby Rodriguez,

Your request for D-Clearance for EE 450 has been received.

Please allow 1-2 business days for your dclearance request to be reviewed. A reminder that your dclearance will be valid for 7 days from the date it is processed.

\*\*\*CHECK your account for HOLDS before registration. [https://ask.usc.edu/app/answers/detail/a\\_id/544/~how-do-i-know-if-there-are-holds-on-my-account-that-will-block-my-registration](https://ask.usc.edu/app/answers/detail/a_id/544/~how-do-i-know-if-there-are-holds-on-my-account-that-will-block-my-registration)

Check for Prerequisites!

If you request D-Clearance for a course but do not have the pre-requisites, we cannot give you D-Clearance for that course. Please connect with your academic department for more information.

Pre-requisites can be found in the course descriptions provided in the University Catalogue <http://catalogue.usc.edu/> or the Schedule of Classes <http://classes.usc.edu/>.

If you have any questions, please email [vaseden@usc.edu](mailto:vaseden@usc.edu)



# MyViterbi – D-Clearance Request Manager

To review the status of your requests, you will click “View My Requests”

**myViterbi**

## D-Clearance Request Manager



The **Viterbi D-Clearance Request Manager** is a tool used to request Department Clearance for a subset of classes offered within the Viterbi School of Engineering department. To obtain D-Clearance for course sections delivered via DEN (Distance Education Network), please refer to the [DEN@Viterbi Academic Services](#) :

If you have any questions on the status of a request or need to make a change please contact the academic department offering the course you want to take or your advisor. **The Viterbi D-Clearance Request Manager is NOT connected to the USC Web Registration System. This D-clearance system cannot automatically enroll you in classes; courses you must access Web Registration via <http://my.usc.edu> or contact the Registration Office via [tinyurl.com/USCREGHELP](http://tinyurl.com/USCREGHELP)**

### Menu:

- [Request D-Clearance](#)
- [View My Requests](#)

### Summary Reports of Courses For:

- Biomedical Engineering
- Civil & Environmental Engineering
- Computer Science and Data Science

[Return To myViterbi](#)



# MyViterbi – D-Clearance Request Manager

Under **View My Requests**:

- Review D-Clearance Status
- Request a D-Clearance **Request Deletion**

**myViterbi**

D-Clearance Request Manager									
View My Requests									
-If a request is very low in the queue and you would like to delete that request, click on the <b>X</b> to request deletion so you can make a new request. Requests that are approved cannot be deleted u									
TERM	CLASS	SECTION	STATUS	EXPIRATION DATE	QUEUE #	LAST UPDATED	REQUEST DELETION	SECTION/COURSE NOTES	STUDENT'S COMM
Summer 2024	EE-450	30473	Pending		-	02/14/2024 12:31 pm	X		
Summer 2024	AME-525	29055	Approved	--	-	02/12/2024 07:22 pm	-		
Summer 2024	CE-529	29604	Deleted	--	-	02/12/2024 07:21 pm	-		

[Return To Main Menu](#)

To delete a course request, click the “X” to request deletion.





## Email Communication

- If you request a deletion, you will receive an email confirmation.

Dear Ruby Rodriguez,

Your request for d-clearance for EE 450, Section: 30473 has been Deleted.

If you have any questions regarding your dclearance request, please email [vaseden@usc.edu](mailto:vaseden@usc.edu)





## Pending Course Approval or Pre-requisites

- If you do not have department approval to register for a course or have pending prerequisites, your d-clearance request will be **denied**.

Dear Ruby Rodriguez,

Your request for d-clearance for DSCI 552, Section: 32401 has been Denied.

Advisor/Department Comment:

Pending prerequisites, check in with the academic department offering the course for more information about prerequisites. Once you have your prerequisite processed you can resubmit your dclearance request. Keep in mind your dclearance request will be reviewed in the order received.

If you have any questions regarding your dclearance request, please email [vaseden@usc.edu](mailto:vaseden@usc.edu)

- Once you have department approval to register for the course or have pending prerequisites waived, you can re-submit your request for review.
- Your d-clearance will be reviewed in the order received.



# Questions?



- Visit Virtual Drop-In Advising M-W, 10 am-12 pm: <https://viterbigrad.usc.edu/academic-advisement>
- If you have any questions regarding DEN D-clearance, you can e-mail [vaseden@usc.edu](mailto:vaseden@usc.edu)