Requesting DEN D-Clearance
Presentation Overview

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

[https://myviterbi.usc.edu/](https://myviterbi.usc.edu/)
Under **Menu**, you can:
- Submit a Request
- View Request Status
To request D-Clearance for DEN sections you need to select DEN@Viterbi.

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

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

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

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

You will also receive an email confirmation.
To review the status of your requests, you will click “View My Requests”
Under **View My Requests:**
- Review D-Clearance Status
- Request a D-Clearance **Request Deletion**

To delete a course request, click the “X” to request deletion.
• 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
• 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 d-clearance request. Keep in mind your d-clearance request will be reviewed in the order received.

If you have any questions regarding your d-clearance request, please email 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