

How to Request DEN D-Clearance

USC Viterbi
School of Engineering

Overview

1

Limited Status Policies Overview

2

Tools Overview

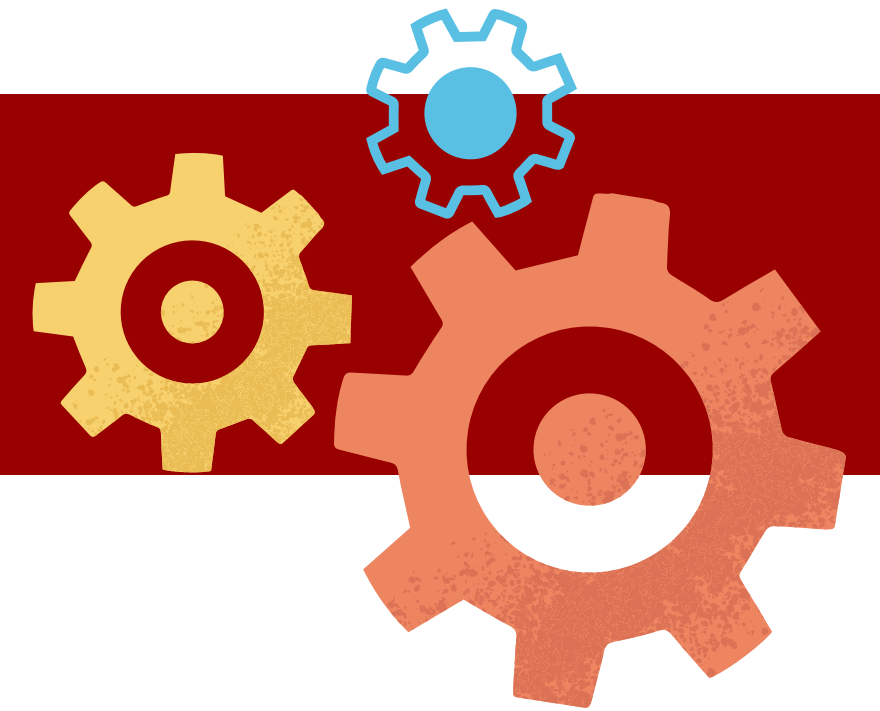
3

D-Clearance Request Policy Review

4

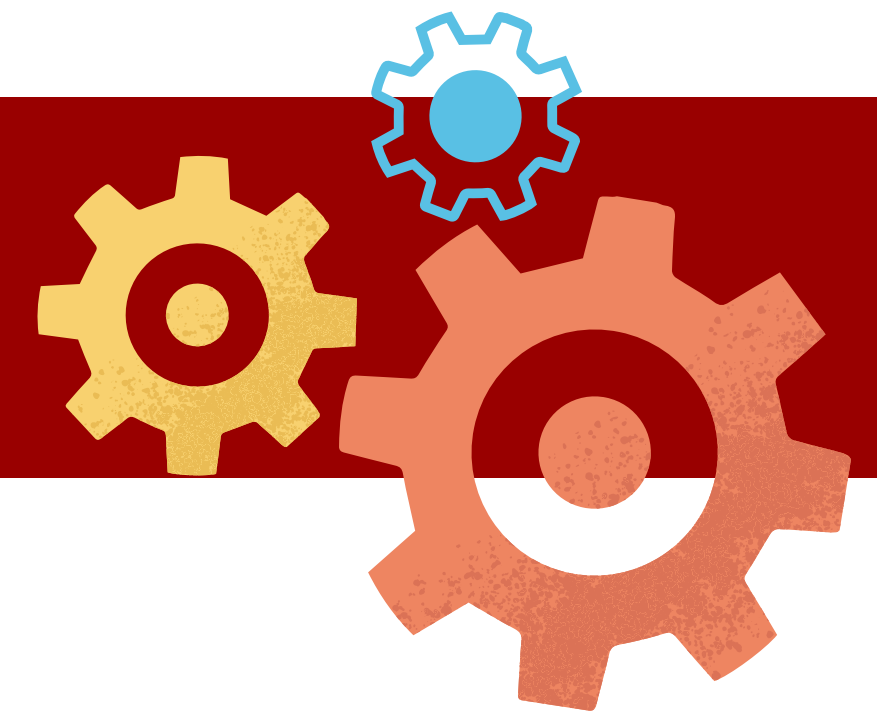
Contact Information

Limited Status Policies



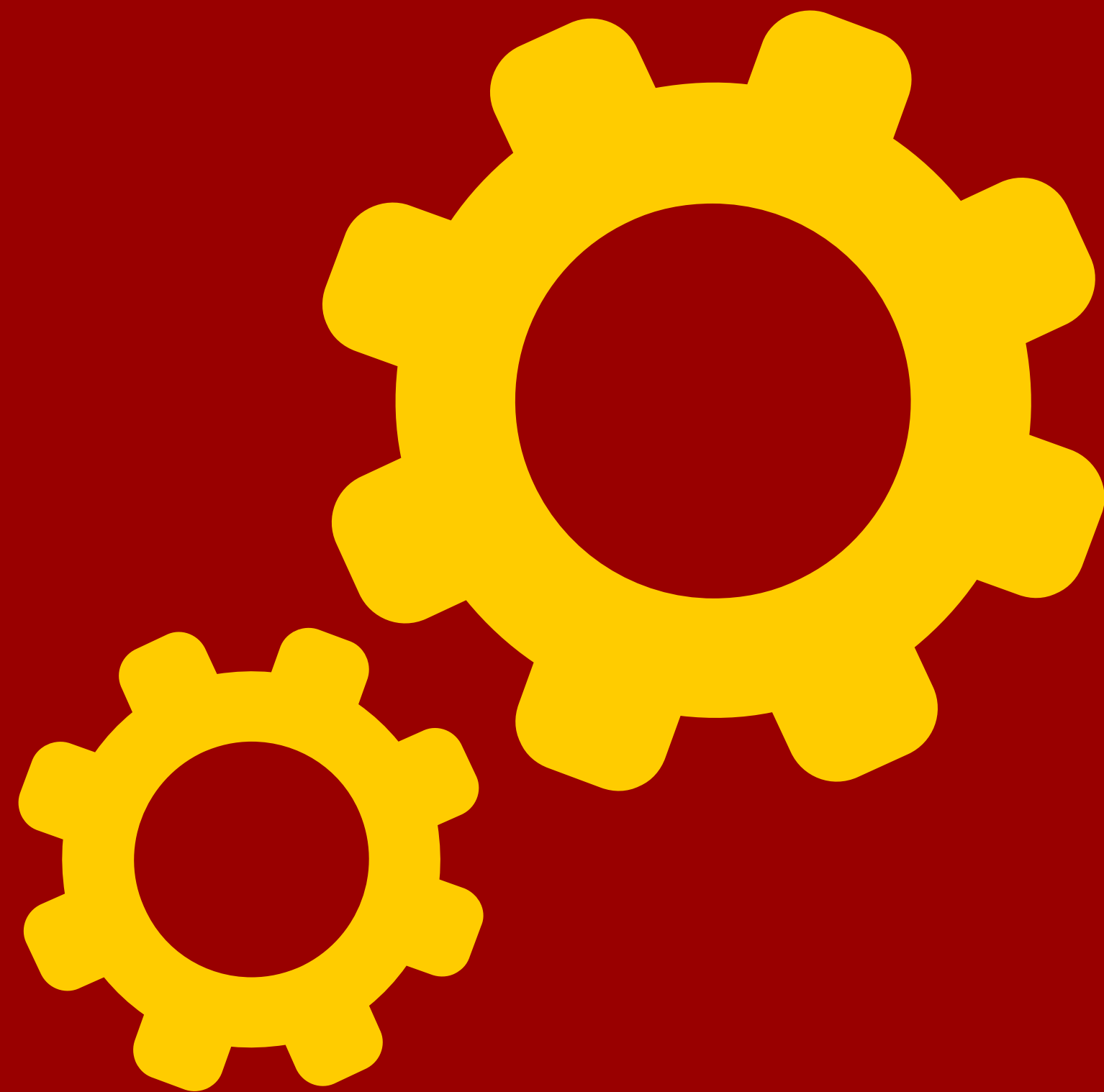
- Limited Status students should enroll in courses within the requested academic department prior to enrolling in elective courses and can only take 12 units of earned credit.
- If you are unsure of the total number of units you have enrolled in please contact, vaseden@usc.edu.

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 prerequisites. A new d-clearance request will need to be submitted. Your D-clearance request will be processed in the order received.

Tool Overview



MyViterbi D-Clearance Request Manager

Click on **D-Clearance Request Manager** to access the system

myViterbi

Announcements


- Advisement Appointment System
- Apply for an hourly position to support a class (eg. Grader, etc..)
- **D-Clearance Request Manager** ←
- DEN Petition Request Form
- Directed Research
- Instructional Software Distribution
- Internship Course Request Form
- 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 Verification of Degree Holds
- Viterbi Service Desk

MyViterbi D-Clearance Request Manager

Under **Menu** you can:

- Submit a request
- View request status

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 Serv](mailto:DEN@Viterbi.Academic.Serv)

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 courses you must access Web Registration via <http://my.usc.edu> or contact the Registration Office via 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

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

D-Clearance Request Manager

DEN@Viterbi students:

To request D-Clearance for a **DEN@Viterbi section**, click on the DEN@Viterbi link below. The link will list all DEN@viterbi course sections for all academic departments.

- [DEN@Viterbi](#)

DEN@viterbi students who want to register for an in-person course section should contact the academic department offering the course for more information. ******
Students who register for an in-person section must follow the in-person course instructions, policies, and requirements.

Important: The academic department links listed below are only for requesting d-clearance for on-campus sections.

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](#)
- [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.*

[Return To Main Menu](#)

MyViterbi D-Clearance Request Manager

You will need to make a few selections:

- Term: semester of request
- Course
- Section* (Only need to select Lecture)

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

Homework and Exams

- Please visit our webpage to review the [DEN Homework and Exam](#) policies.
- If you have any DEN Exams questions you may contact the DEN Exam Coordinator at (213) 821-3136 or denexam@usc.edu.

If you have any questions regarding DEN D-Clearance requests, please e-mail vaseden@usc.edu.

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:

Course you would like D-Clearance for:

Select the section you want to register for:

If you have any questions regarding DEN D-Clearance requests, please e-mail vaseden@usc.edu.

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

MyViterbi D-Clearance Request Manager

Once you submit your D-Clearance course request, you will receive a confirmation message.

D-Clearance Request Manager

Your request for D-Clearance for: AME 529 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.

Email Confirmation

You will also receive an email confirmation.

Dear Ruby Rodriguez,

Your request for D-Clearance for AME 529 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.

MyViterbi D-Clearance Request Manager

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

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 Site](mailto:DEN@ViterbiAcademicServicesSite)

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. To enroll in courses you must access Web Registration via <http://my.usc.edu> or contact the Registration Office via 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**

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 **X** to request deletion so you can make a new request. Requests that are approved cannot be deleted until after their expiration date.

TERM	CLASS	SECTION	STATUS	EXPIRATION DATE	QUEUE #	LAST UPDATED	REQUEST DELETION	SECTION/COURSE NOTES	STUDENT'S COMMENTS	NOTES FOR STUDENT
Spring 2025	AME-529	29060	Pending	--	-	10/03/2024 11:06 am	X			

[Return To Main Menu](#)

To delete a course request, click the **"X"** to request deletion.

MyViterbi D-Clearance Request Manager

Once you delete your D-Clearance course request, you will receive a confirmation message.

D-Clearance Request Manager

D-Clearance Request for deletion has been processed. You will receive an email confirming the deletion of your request

View My Requests

-If a request is very low in the queue and you would like to delete that request, click on the **X** to request deletion so you can make a new request. Requests that are approved cannot be deleted until after their expiration date.

TERM	CLASS	SECTION	STATUS	EXPIRATION DATE	QUEUE #	LAST UPDATED	REQUEST DELETION	SECTION/COURSE NOTES	STUDENT'S COMMENTS	NOTES FOR STUDENT
Spring 2025	AME-529	29060	Deleted	--	-	10/03/2024 11:11 am	-			

[Return To Main Menu](#)

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**. (see sample email below)

Dear Ruby Rodriguez,

Your request for d-clearance for AME 529, Section: 29060 has been Denied.

Advisor/Department Comment:

Pending prerequisite (s), We recommend to check in with the academic department offering the course for more information about the prerequisite(s) requirements. Once your prerequisite(s) are complete, you can re-submit your d-clearance request.

If you have any questions regarding your dclearance 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.

Contact Information

- VGASP Virtual Drop-In Advising Hours

Monday – Wednesday

10 am–12 pm PST via Zoom

<https://viterbigrad.usc.edu/academic-advisement/>

- Email: vaseden@usc.edu