How to Request DEN D-Clearance

USC Viterbi
School of Engineering

Overview

Academic Department Contact

If you have questions about courses or degree requirements, please contact your academic department advisor.

You can find their contact information on the [USC Viterbi Academic Advisement](https://viterbigrad.usc.edu/academic-advisement/) website.

- Aerospace and Mechanical Engineering
- Astronautical Engineering
- Biomedical Engineering
- Chemical Engineering and Materials Science
- Civil and Environmental Engineering
- Computer Science/ Data Science
- Electrical and Computer Engineering
- Industrial and Systems Engineering

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

D-Clearance Policies
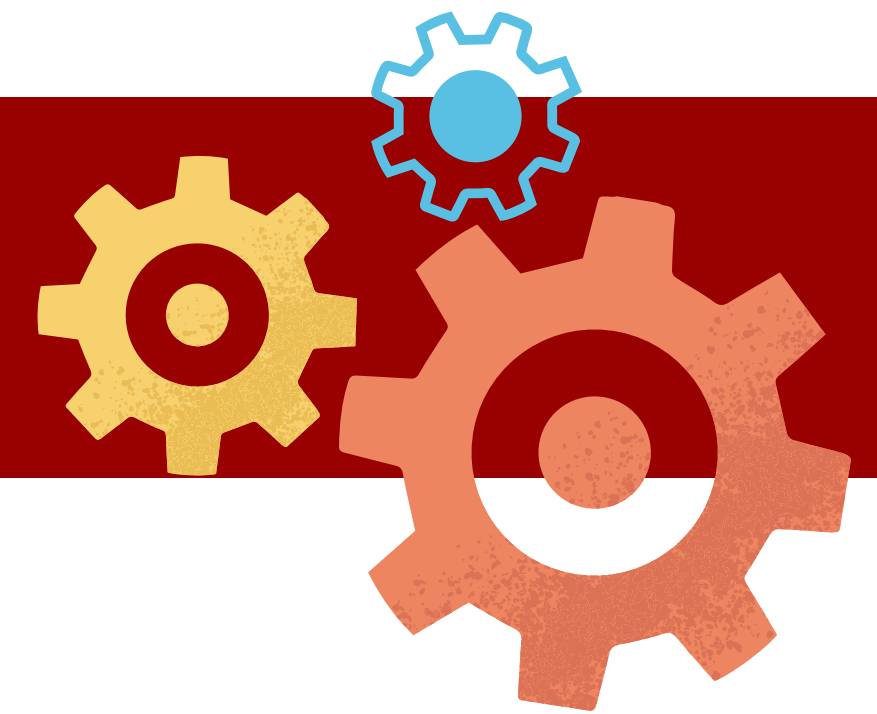
- Only **2 requests** can be submitted at a time.

- **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
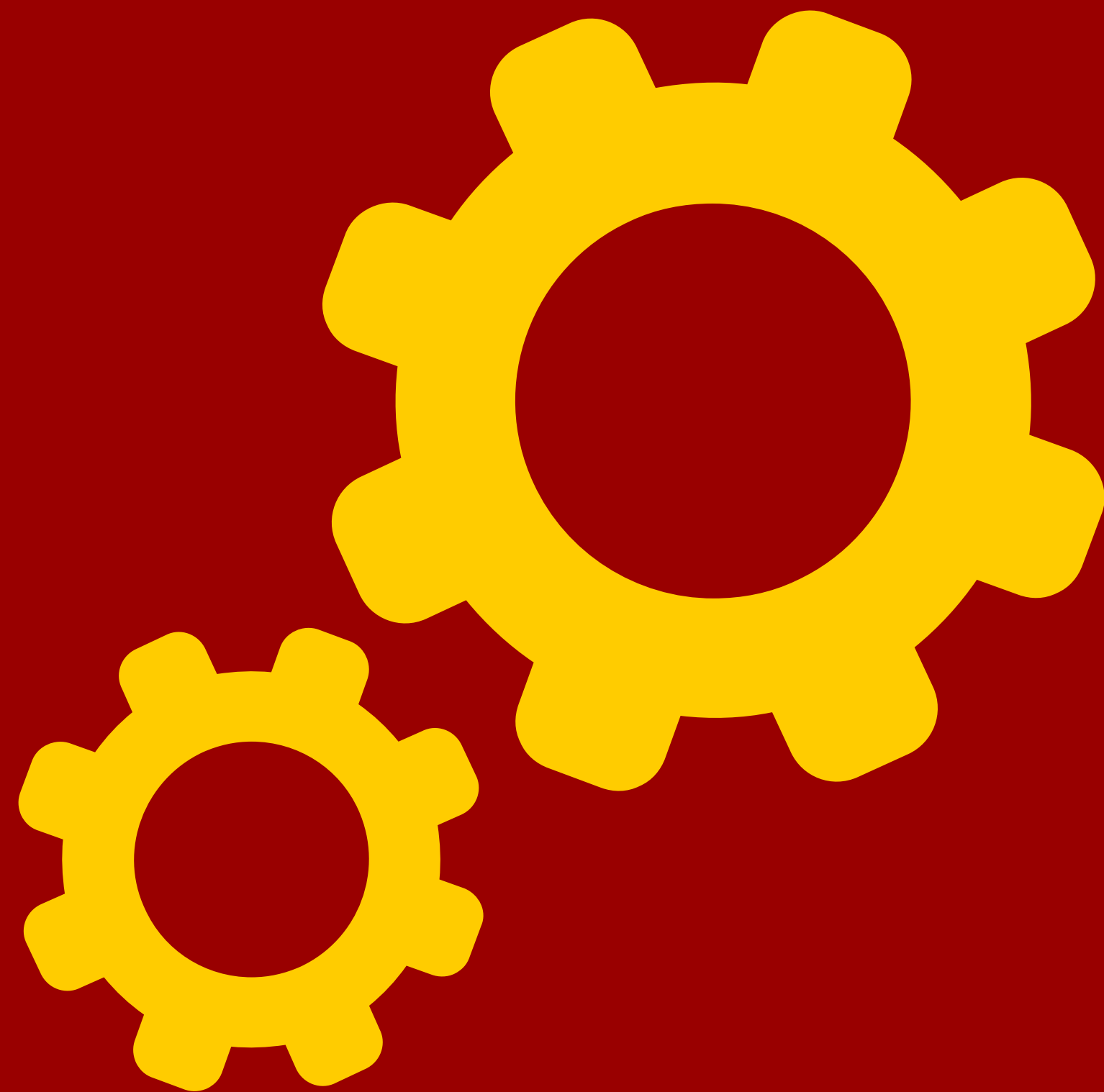
MyViterbi D-Clearance Request Manager

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

MyViterbi D-Clearance Request Manager

Under **Menu** you can:
- Submit a request
- View request status

MyViterbi D-Clearance Request Manager

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

D-Clearance Request Manager

DEN@Viterbi D-Clearance:

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

DEN@Viterbi D-Clearance Request

**Important: The academic department links below are intended solely to request D-Clearance for on-campus sections.
Students who enroll in an in-person section must adhere to the in-person course instructions, policies, and requirements.

To request D-Clearance for an **On-Campus section**, select the department from the links below:
- Aerospace and Mechanical Engineering
- Civil & Environmental Engineering
- Computer Science and Data Science
- Daniel J. Epstein Department of Industrial and Systems Engineering
- 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.

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, yu 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: Spring 2025
Course you would like D-Clearance for: AME-529
Select the section you want to register for: - select -
                                                  - select -
                                                  29060 - Lec

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.

Submit Request Now

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

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

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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 Engineerir department. To obtain D-Clearance for course sections delivered via DEN (Distance Education Network), please refer to the DEN@Viterbi Academic Services Site

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 classe 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**

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.

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**