Requesting DEN D-Clearance
Presentation Overview

- D-Clearance Request Policy Review
- D-Clearance Course Request Updates
- Basic Tool Overview
- Contact Information
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
Click on **D-clearance Request Manager** to access the system.

https://myviterbi.usc.edu/
Under **Menu**, you can:

- Submit a Request
- View Request Status

**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. 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](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*
To request D-Clearance for DEN sections you need to select **DEN@Viterbi**.
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.
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/](http://catalogue.usc.edu/) or the Schedule of Classes [http://classes.usc.edu/](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 d-clearance 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](https://viterbigrad.usc.edu/academic-advisement)

- If you have questions regarding DEN D-clearance, please e-mail vaseden@usc.edu for more information.