

# **DANIEL J. EPSTEIN DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING**

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## **Fall 2017 “D” CLEARANCE**

*Please read the instructions listed below prior to requesting “D” clearance*

### **GRADUATE STUDENTS**

**March 24, 2017** - On Campus **ISE** students may request D-Clearance starting at 5:00 p.m.

**March 27, 2017** - D-Clearance requests will begin to be processed for approval.

**April 24, 2017** - **Non-ISE** students will be allowed to request D-Clearance starting at 9:00 a.m.

#### **ISE On-Campus Students**

D-Clearance Requests are managed through the myViterbi online system. Please login to <http://myviterbi.usc.edu> using your USCNetID. Access, the D-Clearance Request Manager.

- 1) **ISE** student are allowed to submit a maximum of **5** D-Clearance requests. Only a maximum of 3 D-Clearances will be granted.
- 2) **Non-ISE** students will be granted a maximum of **1** D-Clearance per semester.
- 3) Once your request has been processed, you will receive an email notification from the myViterbi on-line “D” clearance system.
- 4) If you allow the D-Clearance to expire, you will be required to resubmit your request.

#### **ISE Off-Campus DEN@Viterbi Students**

D-Clearance Requests are handled through DEN Tools <https://courses.uscdcn.net/d21/login>  
If you have any problems, please email [masters@gapp.usc.edu](mailto:masters@gapp.usc.edu).

### **UNDERGRAD STUDENTS**

You will receive your D-Clearance with your academic advisor during your mandatory advising sessions.