

REQUESTING D-CLEARANCE FOR GRADUATE EPSTEIN COURSES FALL 2009

Due to the high volume of students requesting to take Industrial & Systems Engineering or Systems Architecting & Engineering courses, students must use the online system to request d-clearances (departmental approval). The Epstein Department gives all returning Industrial & Systems Engineering and Systems Architecting & Engineering students priority to request d-clearance for 500-level Epstein courses beginning April 3rd.

Starting on Tuesday, April 29th, non-Epstein can request d-clearances using the online d-clearance request system. Any requests made by non-Epstein students before this date will NOT be accepted. Please read this document, focusing on the sections relevant to you.

Fall 2009 Newly Admitted Epstein Students

Please do not use the d-clearance (department approval) request system for registration. We will send an email with more information.

DEN Epstein Graduate Students

Off-campus sections do not appear in the Epstein d-clearance system. Please request off-campus d-clearances (department approval) by using DEN Tools at <http://den.usc.edu>.

Non-Epstein Graduate Students

Please request for d-clearances starting April 29th. Any requests made by non-Epstein students before this date will not be accepted. Approval of d-clearances is contingent on availability of spaces in courses. Most ISE 400-level courses will not require a d-clearance, but you may need the prerequisites waived because you are a graduate student. You can email isedept@usc.edu your name, student ID#, class, and section# to ask for the prerequisite to be waived. The subject line should state, "Need prerequisite waived."

For All Students Requesting D-Clearances

- **The Epstein Department reserves the right to deny d-clearance to any student.**
For example, the Department may deny granting a d-clearance based on a cumulative GPA below 3.0, or lack of success in another academic program.
- **D-clearances will expire 5 days after being granted.**
If the student does not register within the allotted time, the student will lose priority to register for the course. First-come, first-serve basis queue discipline will prevail.
- **Students will receive d-clearance subject to the following priority list:**
 1. All matriculated Epstein doctoral students or master's students who HAVE COMPLETED 21 UNITS (EMT, ISE, MFE, ORE, PDE, SAE, SySS, and graduate certificates)
 2. All matriculated Epstein students
 3. Other programs using Epstein courses as requirements (ASTE/MDDE)
 4. Limited status SAE, ISE, EMT
 5. MBA
 6. EE
 7. Other matriculated USC students
 8. Limited status students in any other majors

NOTE: Newly admitted Epstein students will have the highest priority beginning JUNE 30TH.

- **No separate wait lists will be maintained by the Epstein Student Services Office.**
When a course reaches the maximum capacity, no further d-clearances will be issued. The course capacity will not be increased. Students must choose to take a different course. The Epstein Department promises to ensure students can make progress in their degree program in every semester.
- **To avoid confusion, Epstein Staff will not advise non-Epstein students.**
Non-Epstein students must check with their respective home departments regarding whether and how Epstein courses can be used towards their degree requirements. Students will be referred back to their home department or MAPP. Non-Epstein students with GPAs below 3.0 may not transfer into the Epstein ISE Department.

IMPORTANT DATES FOR SPRING REGISTRATION

- Late March:** Fall 2009 schedule of classes is available online.
- Apr 3-29:** All ISE students get priority to request d-clearance on the D-clearance system.
- Apr 3:** D-clearances will be issued and will be valid for only 5 days.
- Apr 29 – Aug 14:** Registration for continuing students, including limited status SAE students
- June 30:** Newly admitted students will be allowed to request d-clearance on the d-clearance system.

INSTRUCTIONS FOR USING THE D-CLEARANCE REQUEST SYSTEM

- 1) To access the d-clearance request system, please visit:
<https://vsoeapp1.vsoe.usc.edu/dclearanceise/>
- 2) First time users must register to get a password. Enter your 10-digit student ID# and USC email. A password will be mailed to your USC email account.
- 3) All students are allowed to request a maximum of only 3 d-clearances. These will be granted based priority of major and space availability.
- 4) You can check your estimated position number by selecting “requests” and then selecting “more info” for the course you requested. The position number is an *estimated* number of where you stand in the list of requests.
- 5) You may enter notes for your advisor, if you have a special request, or if you need to explain when and how you satisfied a prerequisite.
- 6) If you are currently enrolled in a prerequisite course for an Epstein course offered in the upcoming, we will not be able to issue you d-clearance until grades have posted.
- 7) If you are granted d-clearance, you will receive an email confirmation. Your d-clearance will be valid for five days only.
- 8) We will only issue d-clearances through the d-clearance system. We will not accept any requests through emails, phone calls or in person.

REGISTRATION

After you receive an email confirmation of the d-clearance(s) that were granted, please go to myUSC at <http://my.usc.edu> or Web Registration at <https://camel.usc.edu/webreg/Login.asp> to register your classes.