

REQUESTING D-CLEARANCE FOR GRADUATE EPSTEIN COURSES SPRING 2010

On-campus Epstein Graduate Students

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 Oct 5th.

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://mapp.usc.edu/distanceeducation/>. If you have any problems, please call the DEN Office at (213)740-0123.

Non-Epstein Graduate Students

Please request d-clearances starting on Nov 2nd. 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 Students Requesting D-Clearances for On-campus Sections

- **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 be issued beginning Oct 23th.**
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.
- **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.

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.