

SPRING 2022 JOUR/PR D-CLEARANCE PROCESS

JOUR AND PR COURSE NUMBERS WITH A “D” REQUIRE STUDENTS TO OBTAIN DEPARTMENT APPROVAL BEFORE REGISTRATION.

Majors, Minors and Non-Major students will receive access to the online JOUR/PR D-Clearance Request Form on the following dates. Any submissions received before the appropriate date will not be processed. If a class is not listed on the d-clearance form, it will not require d-clearance.

Program/Class	D-Clearance Submission Begins	First D-Clearance Processing Day
JOUR/PR Major - Senior	October 13	October 15
JOUR/PR Major - Junior	October 18	October 20
JOUR/PR Major - Sophomore	October 25	October 27
JOUR/PR Major - Freshmen	November 1	November 3
Annenberg Minors	November 1	November 3
Non-Major	November 9	Early January

D-Clearance Process: A link to request d-clearance will be sent to your USC email account on the first day you can submit d-clearance requests, based on class standing. D-clearances will be issued based on program, class standing and graduation date first, and then on a first come, first serve basis. Submitting a D-Clearance request does not issue d-clearance, nor does it guarantee that you will receive d-clearances for your first choice.

Confirmation: Please check online on **Web Registration > My Info > Cleared Sections** for your d-clearance every **Wednesday** and **Friday**, after the first processing day listed above.

Expiration: All D-Clearances will **EXPIRE** on the final day of classes, **DECEMBER 3**. If you have a **HOLD** on your account and need an extension, please contact your advisor as soon as possible.

Registration: If you receive clearance, **you are responsible** for registering for the course on Web Registration. Annenberg Advisement cannot add or drop courses for you.

Change Requests: You **must register** for your cleared section to **guarantee a seat** in the course, as we cannot guarantee that you will be able to switch into another section. If you need d-clearance for an alternative section, change requests will occur **after d-clearances expire on December 3**.

Non-Major Information: To request D-clearance for a JOUR or PR class, all non-majors must complete the JOUR/PR D-Clearance Request Form, which will be available online beginning on **November 9**. If you are interested in applying to an Annenberg major or minor, go to an upcoming information session (<http://annenberg.usc.edu/nonmajor>).

Annenberg Advisement and Academic Services
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