

FALL 2023 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 - Seniors	March 22	March 24
JOUR/PR Major - Juniors	March 29	March 31
JOUR/PR Major - Sophomore	April 5	April 7
JOUR/PR Major - Freshmen	April 12	April 14
Annenberg Minors	April 19	April 21
Non-Majors	August 2	August 4

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 **April 21**. 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: If you are cleared for a section, you **must register** for your cleared section to **guarantee a seat** in the course. Please **do not** submit **another** request **before April 21**, as it will not be processed. If you need d-clearance for another section, you may submit another request **after d-clearances expire on April 21**.

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 **August 2**:
<https://annenberg.usc.edu/current-students/advisement-and-academic-services/advisement-current-students>

If you are interested in applying to an Annenberg major or minor, please attend an upcoming information session (<http://annenberg.usc.edu/nonmajor>).