

SPRING 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 - Senior	October 12	October 19
JOUR/PR Major - Junior	October 19	October 21
JOUR/PR Major - Sophomore	October 26	October 28
JOUR/PR Major - Freshmen	November 2	November 4
Annenberg Minors	November 9	November 11
Non-Major	November 15	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 **November 23**. 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 November 23**, as it will not be processed. If you need d-clearance for another section, you may submit another request **after d-clearances expire on November 23**.

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 15**:
<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>).