D-clearance during the first three weeks of term:

If a course is closed or requires D-clearance, instructor signature and the USC Roski school stamp are required.

1. Visit the class and speak with the instructor. Obtain the instructor’s signature on the USC Course Schedule Change form. This form is available in HSH 101; 213-821-1290.

2. Take your signed form to HSH 101 for verification, processing, and further instructions. Office hours: 8:45am - 5:00pm M – F If cleared, you will need to register by the registration deadline. Please note: You will only be able to register for classes that you have satisfied all prerequisites, regardless of the instructor’s signature.

Advance D-clearance for Spring 2017:

Priority D-clearance is given to admitted Roski art majors and minors:

The online request form will be emailed out to these students by their Roski academic advisor.

Requests must be submitted through the online form. Phone and email D-clearance requests will not be considered. Requests will be processed on a first-come, first-serve basis on normal business days. Students should hear back from us within two business days after submitting their request.

Students will only be cleared for classes if space is available, and if they have completed all prerequisites, and only for one section per course. Students will be notified by email of their clearance or any issues, as well as the expiration date of any clearance. Receiving D-clearance does not guarantee a seat in any class. Students still need to enroll in the course in advance of the D-clearance expiration date. Expired D-Clearance cannot be reactivated and must be resubmitted through the online request form process. Please note: D-clearance is section specific. If you want clearance for a different section of the same course, you will need to submit another D-clearance request form through the online process.

D-clearance for other (non-Roski) students:

A link to an online request form will be posted on this page on Friday November 18, 2016. It will become active on Monday November 21, 2016 at 8:30am. We will process as many requests as we can based on remaining seats until Wednesday November 23, 2016.

Requests must be submitted through the online form. Phone and email D-clearance requests will not be considered. Requests will be processed on a first-come, first-serve basis on normal business days. Students should hear back from us within two business days after submitting their request.

Students will only be cleared for classes if space is available, and if they have completed all prerequisites, and only for one section per course. Students will be notified by email of their clearance or any issues, as well as the expiration date of any clearance. Receiving D-clearance does not guarantee a seat in any class. Students still need to enroll in the course in advance of the D-clearance expiration date. Expired D-Clearance cannot be reactivated and must be resubmitted through the online request form process. Please note: D-clearance is section specific. If you want clearance for a different section of the same course, you will need to submit another D-clearance request form through the online process.