

## Fall 2012 D-Clearance

The following are important dates to remember for the **Fall 2012** term:

- March 21:** CS Students can request d-clearance on the d-clearance system starting on March 21 **at 7:00 a.m.**
- March 29:** Registration for continuing students begins. Registration dates vary per student and may be found via your **OASIS** account under permit to register.
- April 2:** We will begin to issue d-clearance for CS Students, **which will be valid for only two (2) days.**
- April 18:** Non-CS students will be allowed to request d-clearance on the d-clearance system starting on April 18 **at 7:00 a.m.**

### Instructions for using the D-Clearance Request System:

- 1) Sign up for the online d-clearance system at <http://csdclear.usc.edu/dclear/>. Click on the "register" link and enter your USC ID# and USC email. A password will be mailed to your USC email account.
- 2) DEN Students should use DEN tools for DEN sections and not this system.
- 3) All CS Students are only allowed to request a maximum of 3 d-clearance.
- 4) Non-CS students are only allowed to request a maximum of 1 d-clearance.
- 5) You can check your estimated position number by selecting "requests" and then selecting "more info" on the course you requested. The position number is an estimated number of where you are on the list of requests.
- 6) You may enter notes for your advisor, if you have a special request or need to explain when and how you satisfied a prerequisite requirement. (For example, make sure to state the exact date that you passed a placement exam, 8/18/08)
- 7) If you are currently enrolled in a prerequisite course, for a course that you are interested in taking in the Fall, we will not be able to issue you d-clearance until grades have posted for Spring 2012.
- 8) You will receive an email if granted d-clearance, which expires after 2 days. If you fail to register within the two days, you will need to request a deletion through the system. Once that is granted, you will need to re-submit your d-clearance request, which will put you in the bottom of the queue. To avoid such problems, we recommend that you register within the two days.
- 9) We will only issue d-clearance request through the d-clearance system. We will not accept any requests through emails, phone calls, or in person.
- 10) Fall 2012 Newly Admitted Computer Science Students - do not use this system. We will email you special registration instructions in July.

To access the D-Clearance Request System, please visit: <http://csdclear.usc.edu/dclear/>