Registration FAQs

How do I register for classes?

All registration processes can be completed online using the USC Web Registration. Simply log in by going to my.usc.edu (one-stop-shop). The log in information is in your email (USC Net ID and password). Once in my.usc.edu, you have access to all student services (OASIS, Web Registration, Brightspace, ePay, STARS, etc).

For specific instructions on how to use the USC Web Registration system, please carefully review Technical instructions and tutorial at:

https://arr.usc.edu/registration-counseling/registration/web-registration/

All students will receive a registration guide that clearly details their course requirements before their scheduled registration date.

When do I register for classes?

Enrollment period opens six to eight weeks prior to the semester start date. Students will be notified about registering for classes after they have certified and paid their commitment deposit.

How will I be notified about registering for classes?

All students will be sent an e-mail with their registration appointment time and a registration guide that clearly details their course requirements for the upcoming semester. This e-mail will be sent to students' USC e-mail addresses.

Who do I contact if I have difficulty registering?

Please read your registration guide carefully and make sure that you are following the instructions. If you are still having difficulties, please contact the Enrollment Services office at sdp.enroll@usc.edu. We will respond to all concerns within two business days.

What if I want to change my program length?

If you wish to change your enrollment status prior to the start of the semester, you must send an email to sdp.enroll@usc.ed to make the request. After the semester has begun, you need to contact the Academic and Enhancement Navigators (ACE) team at sdp.ace@usc.edu to request a program length change. The ACE team will work collaboratively with the Enrollment Services office to ensure your request can be granted.

How do I know what courses I need to register for?

All students will receive a registration guide that clearly details their course requirements for the semester.

What is D-Clearance?

D-Clearance is department clearance to register for courses and/or specific sections of courses. These courses are determined by your department and program length selection. The Enrollment Services office will automatically provide you with D-Clearance for your required classes at your designated appointment time. You can find your D-Clearance on registration day by clicking on the Cleared Sections tab under MyInfo on web registration.

How will I know the last day to register for courses?

The last day to register for courses is the Friday before the start of the semester. Students are strongly encouraged to register during their designated registration appointment time to ensure that they obtain the schedule that best meets their needs, as courses fill quickly.

What does it mean to drop with a W and when is the last day to do that?

A student may drop a course without academic or financial penalty up until the 20 percent mark of the session in which the course is offered. If the course is dropped after the 20 percent mark and before 45 percent of the session, the course does not appear on the official transcript only, but the course tuition and fees will be assessed to the student's account. If the course is dropped after the 45 percent mark, it will be recorded with a mark of "W" on the official transcript. No course may be dropped after the 80 percent mark of a session.

Course-specific deadlines can be located by finding the course on the Schedule of Classes and clicking on the calendar icon.

What is a withdrawal?

Students have until the end of the 12th week of the semester (or 12th week equivalent for any course scheduled for less than 15 weeks) to drop courses. Courses that are dropped by the end of the third week of classes (or third week equivalent for any course scheduled for less than 15 weeks) do not appear on the transcript. Courses dropped after the third week (or third week equivalent for any course scheduled for less than 15 weeks) result in a mark of W. **An instructor may not withdraw a student from a course.** No course may be dropped after the 12th week (or 12th week equivalent for any course scheduled for less than 15 weeks); although in exceptional cases students may petition to

withdraw from a course after the 12th week (or 12th week equivalent for any course scheduled for less than 15 weeks). Such petitions are rarely approved. Also note that students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

How do I drop courses?

Courses are dropped via the USC Web Registration system. Please consult the Web Registration tutorial for instructions on how to drop courses.

https://arr.usc.edu/registration-counseling/registration/web-registration/

What if I miss my registration appointment time? Can I still register for classes?

Yes, you are still able to register for classes. However, students are strongly encouraged to register during their designated registration appointment time to ensure that they obtain the schedule that best meets their needs, as courses fill quickly.

What is tuition refund insurance?

Tuition refund insurance is an optional insurance that students may purchase for a small fee during the fall, spring and summer semesters. Tuition refund insurance provides a refund of tuition and fees to a student who must withdraw from all classes due to an illness or accidental injury. More information about tuition refund insurance can be found here: https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/

What if I want to change sections after class starts?

Please send an e-mail to sdp.enroll@usc.edu. Make sure to include your full name, USC ID number, course number, section number of the course you are attempting to add and reason.

What if I absolutely need to be in a class section that is already full?

Please send an e-mail to sdp.enroll@usc.edu. Make sure to include your full name, USC ID number, course number, section number of the course you are attempting to add and a reason why you need to add this specific class.

Who do I contact if I need documented verification of enrollment?

Please contact the Enrollment Services office at sdp.enroll@usc.edu . Please include your full name and USC ID number. You may also obtain an enrollment verification through OASIS in My USC.