D-Clearance Guidelines for Production Grads

D-Clearance is departmental permission to register for a class. D-Clearance requests are based on seniority by the semester in which students completed CTTR 508. D-Clearance and Registration are two separate steps, both of which are necessary in order to successfully add a course.

- Please refer to the D-Clearance and Registration schedules on page 2 to see when you can submit D-Clearance requests and register for classes.

D-Clearance Instructions

STEP 1: Log onto SCA Community and click on the “D-Clearance Submission” tab on the right column of the page.

STEP 2: Once on the D-Clearance Submission page, read the notice at the top of the page which lists special instructions for certain classes.

STEP 3: On Monday at 7am, of your assigned D-Clearance window, select and add your desired course(s) in the Class Selection box. Once you’ve added all desired courses click the “Submit D-Clearance Requests” tab. Once saved, all course statuses should read “D-Clearance” pending.

STEP 4: At 6pm on Friday of that same week, according to the D-Clearance schedule, check to see which courses you were “D-Cleared” for. Proceed to myUSC/Web Registration to register.
STEP 5: Log onto your myUSC/Web Registration page and register ONLY for the course(s) that you have been D-Cleared. Your registration window begins Friday at 6pm and expires the following Thursday at 5pm.

If you are WAITLISTED for a class...

Do not include waitlisted courses in your course bin on your myUSC/Web Registration page. If you include waitlisted courses in your course bin and attempt to register for multiple classes, that entire registration transaction will fail for all classes in your course bin.

-If you are waitlisted for a course, please check back on SCA COMMUNITY after 6PM on Fridays to see if you have been D-Cleared for your desired course(s). If your status changes to “D-Cleared” then you may register for the course by Thursday of the following week.

-If you are still on a waitlist for a course at the end of the D-Clearance cycle, December 1st, you must attend the first class meeting to see if a space has becomes available. Instructors will have a copy of the waitlist and will admit students in order of the list. If the instructor lets you into the class, he/she must sign an ADD/DROP Form, which you will need to return to Claudia Walters.

D-Clearance Schedule – Submit D-Clearance requests on SCA Community.

<table>
<thead>
<tr>
<th>Group</th>
<th>CTPR 508 Completion</th>
<th>Start Submission of D-Clearance Request(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spring 2015 &amp; prior</td>
<td>Monday, March 27, 7:00am</td>
</tr>
<tr>
<td>2</td>
<td>Fall 2015</td>
<td>Monday, April 3, 7:00am</td>
</tr>
<tr>
<td>3</td>
<td>Spring 2016</td>
<td>Monday, April 10, 7:00am</td>
</tr>
<tr>
<td>4</td>
<td>Fall 2016</td>
<td>Monday, April 17, 7:00am</td>
</tr>
<tr>
<td>5</td>
<td>Spring 2017</td>
<td>Monday, April 24, 7:00am</td>
</tr>
</tbody>
</table>

Registration Schedule- Log onto myUSC and register only for classes you are D-Cleared for.

<table>
<thead>
<tr>
<th>Group</th>
<th>CTPR 508</th>
<th>Registration Start</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spring 2015 &amp; prior</td>
<td>Friday, March 31, 6pm</td>
<td>Thursday, April 6th, 5pm</td>
</tr>
<tr>
<td>2</td>
<td>Fall 2015</td>
<td>Friday, April 7, 6pm</td>
<td>Thursday, April 13, 5pm</td>
</tr>
<tr>
<td>3</td>
<td>Spring 2016</td>
<td>Friday, April 14, 6pm</td>
<td>Thursday, April 20, 5pm</td>
</tr>
<tr>
<td>4</td>
<td>Fall 2016</td>
<td>Friday, April 21, 6pm</td>
<td>Thursday, April 27, 5pm</td>
</tr>
<tr>
<td>5</td>
<td>Spring 2017</td>
<td>Friday, April 28, 6pm</td>
<td>Friday, May 5, 5pm</td>
</tr>
</tbody>
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Classes that have special processes:

**CTPR 477: Special Problems in Directing**- Interested students should contact John Watson (jwatson23@mac.com).

**497 Music Video**- Note that there are two sections of this class on SCA Community, one for grads and the other for UGs. **Grads should request D-Clearance for section 18612 only.**

**CTWR 533a: Writing the Feature Script**- Students apply through Writing Division.

**CTWR 533b- Writing the Feature Script**- All students taking 533a in the current semester are cleared for both sections and will be notified when they can begin to register.

**CTPR 546 & CTPR 547**- Students will be given D-Clearance once crews are assembled.

**CTPR 551: Directing in a Virtual World**- Grads must email info sheet to professors to be considered. Please email Claudia Walters, cwalters@cinema.usc.edu, for a copy of the information sheet.

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**Important D-Clearance Notes***

-Due to the volume of D-Clearance requests, we are unable to email approval notices to students. Please check your dclearance status on SCA Community regularly to ensure that you meet all registration deadlines.

-Once you have initially Dcleared with your group, you are then free to request additional clearances/cancelations from that point forward.

-Should your d-clearance expire, you will need to submit a NEW D-Clearance request along with the next D-Clearance group.

-Graduate students may request up to 8 units of PRODUCTION D-Clearances, including no more than two of the intermediate production seminars (i.e. CTPR 532, CTPR 535, etc).

-You cannot request D-Clearance for more than **ONE** section of the same course.

-If you miss the first meeting of a class you will be replaced by a student on the waitlist, **even if you are registered in the course**.

-You must be fully registered and pay for your fees by the Friday before classes begin to avoid paying any late fees.
Troubleshooting:

For issues with D-Clearance, registration holds, etc. please email Claudia Walters (cwalters@cinema.usc.edu) before your D-Clearance expires.

For issues with web registration contact the USC Registrar! onestop@usc.edu; 213-740-8500.

Glossary/Course Status D-Cleared: You have been granted D!Clearance and are now eligible to register for the class.

D-Clearance Pending: Your D-Clearance request has been successfully submitted and is pending review. Waitlisted: Your D-Clearance request has been successfully submitted and you have been placed on a waitlist due to a full class. The order of the waitlist is based on when you submitted your request.

Canceled: Your request has been reviewed and you have been denied D-Clearance due to a lack of prerequisites OR you did not register within your allotted registration window.

Cancellation Pending: If you cancel your request for a course it must be reviewed before the cancellation is complete. You must also cancel registration for the course on myUSC/USC Registration if you cancel your D-Clearance request on SCA Community.