

"What advising materials should I submit?"

Is there currently a mandatory advisement hold on your account?
(Note: Check all holds through OASIS)

YES

NO

I am a declared major ONLY in the English department.

I am a declared double major.

Choose one:

I wish to submit an initial round of ENGL D-clearance requests and am either
a) a dept major student who never had a mandatory advisement hold this semester,
b) a dept minor student,
c) a double major who has already had their hold lifted, or
D) a freshman major whose hold has been lifted by FYA advisor Alex Eloriaga.

My plans have changed from the ENGL advising materials I originally submitted (whether Advisement Record or Google form).

Submit our department's Advisement Record (AR) to english@usc.edu with requested subject line to lift this hold. If you submit an AR, this is the single place you include your initial round of ENGL D-clearance requests (do not duplicate requests via Google form). Allow a week for processing.

If you plan to study abroad next semester, please submit your AR noting USC Overseas Block Enrollment as your planned schedule, also sharing the institution in the Notes section.

Complete your other major's hold-lifting process.

I would like to submit ENGL D-clearance requests now that my mandatory advisement hold has been lifted.

My schedule plan changes do not pertain to ENGL courses that require D-clearance.

Submit our department's relevant Google form.

I no longer desire a previously processed ENGL D-clearance and/or wish to now request for a different ENGL section.

No further advising materials needed on our end as at this time you don't have a mandatory advisement hold, but join an advisor on Weekly Wednesdays Walk-ins if you want to make sure your updated schedule plan is still appropriate.

Any student wishing to make subsequent ENGL D-clearance requests different from their initial round of requests will submit our department's relevant Google form - let us know in the Notes area if we should expire a no longer desired section.

If you no longer desire ENGL D-clearance that was already processed for you but are not requesting any subsequent sections, you must email english@usc.edu with this update so a staff member may process the expiration (which makes space for another interested student).

Important Notes

Please do not submit duplicate materials – this slows our processing overall and risks you being processed according to your new (later) queue spot.

Provide any context that may help us better understand your request in the Notes section of either the Advisement Record or Google form.

With more context we can give better advising feedback, but if questions remain after the initial email exchange, see an advisor during Weekly Wednesday Walk-ins for a synchronous response and immediate feedback!