Registration Support and Contacts

During registration, the best method of communication with the Orientation Team is on the Advisor Lead - Slack channel. Each department has designated one to two staff members to represent their department and communicate any registration issues with Orientation. If you have questions leading up to a registration date, you may contact Alexa Argumedo (aargumed@usc.edu) and/or Jessica Tan (jtan6295@usc.edu) via email.

ADM60 Hold (Missing Transcripts)
Admission clears holds in the order of registration date. Our team will work with Admission to clear as many holds as possible to prevent registration issues. If you see your student still has a hold on their account as it approaches the registration date, please contact Alexa Argumedo at aargumed@usc.edu with the student’s full name and 10-digit ID number and we will follow up with Admission for a status check. If Admission does not have a copy of the student’s final transcripts and cannot remove the hold, Orientation will assist the student in reserving for a new registration date once the hold is removed.

ADM01 Hold (Commitment Deposit Hold)
If you see your student still has a hold on their account as it approaches the registration date, please contact Alexa Argumedo at aargumed@usc.edu with the student’s full name and 10-digit ID number and we will follow up with Admission for a status check. If we are unable to remove the hold, we will coordinate registration for the next available session or alternative date.

ALI Hold (International Student English Exam)
Contact the American Language Institute at askali@usc.edu to have the student’s ALI hold temporarily lifted. The ALI hold will be removed for one week from the date requested. Please include your student’s first, last name, and USC ID number. You will need to inform the student that they must complete the International Student English (ISE) Exam as part of their admission to USC. For additional questions and instructions on how to sign-up for an ISE exam, visit https://ali.usc.edu/ise/. See Placement Exam Information on the Campus Partners page for more information.

Chemistry Placement Exam
We advise students to take the Chemistry Placement Exam in Blackboard as part of their Pre-Registration Checklist at least 7-10 days before their registration date to provide enough time for their score to load in the system. We strongly encourage advisors to remind students to take the placement exam (if required) as soon as possible. If the student took the exam at the last minute, their score and placement may not be ready by their registration date. If they took the exam late, send Dr. Elizabeth Erickson at eerickso@usc.edu the student’s full name, 10-digit ID, and screenshot of the student’s Chemistry and Math placement score.

COMP Hold (Composition Placement Exam)
No CPE Exam required for incoming Fall 2021 students. See Placement Exam Information on the Campus Partners page for more information.

Language Placement Exams
There will be no in-person Language Placement Exams. Students should reach out to the Language Center any time before or during their registration process to get placement and clearance. The Language Center will be answering calls and emails during the permit times if students need to get clearance during registration.
• Students who want to begin a new language with which they have no previous experience should request D-clearance for level 1 at http://language.usc.edu.
• Students with previous experience in a language that want to continue studying that language will be placed based on their previous experience and grades in those courses.
• Before registration, students should email the Language Center at language@usc.edu.
• During registration, email or call (213) 740-1188. Students must include their USCID numbers and the language in which they seek placement.
• Students who scored a 4/5 on the AP foreign language* exams need not seek placement; they will have fulfilled the requirement once their official scores are reported to USC. If a student is waiting for AP scores in a foreign language, they should seek placement after matriculation
  *excludes Latin
• D-clearances exist only for level 1 and it is section-specific. Students who receive placement will get a “prerequisite waiver” that will allow them to register for whichever section of a course they choose.

**Limited Status Post**

Contact Alexa Argumedo and/or Jessica Tan on Slack with the student’s full name and 10-digit ID number.

**Mandatory Advising Hold**

If a student switches their major at the last minute and their account still has a mandatory advising hold from their original department, contact the department lead in the Advisor Slack channel or email them directly.

**Math Placement Exam**

We advise students to take the Math Placement Exam in Blackboard as part of their Pre-Registration Checklist at least 7-10 days before their registration date to provide enough time for their score to load in the system. We strongly encourage advisors to remind students to take the placement exam (if required) as soon as possible. If the student took the exam at the last minute, their score and placement may not be ready by their registration date. If they took the exam late, send mathinfo@usc.edu the student’s full name, 10-digit ID, and screenshot of the student’s Math placement score.

**Open Student’s Permit**

Contact Alexa Argumedo and/or Jessica Tan on Slack with the student’s full name and 10-digit ID number.

**STU60 Hold (Passport Verification)**

Restricts USCard application for undergraduate students. **Does NOT prohibit course registration**. The student will need to complete Passport Verification with the Office of International Services in order to receive their USCard. For questions and instructions on Passport verification, visit https://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/.