Registration Support and Contacts

For internal use only

During registration, the best method of communication with the Orientation Team is on the Advisor Lead - private Slack channel. Each department has designated one to two staff members to represent their department and communicate any registration issues with Orientation. Please direct questions to your academic department lead. 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.

★ HOW TO VIEW STUDENT ORIENTATION RESERVATIONS

Advisement Database
How to search for orientation reservations

Use the following filters:
Enrolled: Enrolled + Unenrolled (Open Post)
Orientation Reservation: Select Session [AOU, CODE], 20223, Accepted
*Codes can be found under the Online Course Registration Dates tab on the Campus Partners website (i.e. F1, F2, F3, etc.)

★ STUDENT REGISTRATION HOLDS

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)
For Undergraduate Students Only

The International Student English (ISE) Exam is administered online by the American Language Institute.
ALI-01 Hold- Restricts course registration. The student needs to take the ISE Exam. Students are notified in their orientation reservation.

Exemption:
- An Internet Based TOEFL (iBT) score of 100 with no less than 20 on each sub-score
- An IELTS score of 7 with no less than 6 on each band score
- A PTE score of 68 with no less than 53 on each sub-score

May 13, 2022 Test Date – encourage students with ALI01 hold to take the exam
Sign-up on the ALI website: https://ali.usc.edu/

If a student has a hold leading up to/during a course registration session, ALI can temporarily remove hold to allow the student to reserve for courses, but the hold will be placed back on their account afterward. Please make sure that your student has sign-up for an exam date before the hold will be lifted. Contact askali@usc.edu to temporarily remove the hold.

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.

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/.

All new international students are required to complete Passport Verification (PPV) with the Office of International Services (OIS) upon arrival to the US. PPV is a procedure that verifies a student’s immigration status to ensure that the student is eligible to start an academic program at USC for the upcoming academic semester. Immigration regulations allow students to enter the US 30 days prior to the start date on the SEVIS I-20 (for F-1 students) or DS-2019 (for J-1 students).

Students pending Permanent Residency as well as other non-immigrant visa types (ie. H4, E-2, J-2, etc.) or DACA/AB540 status must also complete PPV.

If you have additional questions, please contact here.
Chemistry Placement Exam

Chemistry Placement Test Policy (Updated April 29, 2022)
All Students who want to enroll in Chem 105a, 107, or 115a must take the Chemistry Placement test prior to registration. The outcome of the test determines class registration according to the flow-chart below:

Additional Notes:

(1) Students who wish to enroll in Chem 115a, need to:
   (i) Have been accepted into the Freshman Science Honors Program (FSH) or selected by the Chemistry Department instructor.
   (ii) Students are expected to score 20 or higher on the placement test.
   (iii) In addition to math, have completed at least one year each of high school Chemistry and Physics.
   (iv) Have demonstrated an interest in doing undergraduate research.

(2) Any student can enroll in Chem 102 without needing to take the Chem Placement test.

(3) Chem 050 is optional for everyone - anyone who desires additional support can enroll in Chem 050 and it is not required as a co-requisite for Chem 105a.

(4) The Placement Test score is valid for two years.

(5) Students may retake the placement exam prior to the end of the first week of classes in any given semester, if they wish to change their enrollment.
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 placement score.

For questions about Chemistry placement, contact: coord105@chemmail.usc.edu
For general information about Chemistry classes, visit:
https://dornsife.usc.edu/chemistry/ug-resources-forms/

**COMP Hold (Composition Placement Exam)**

**No CPE Exam for incoming Fall 2022 students.**

To establish the foundation in academic writing, critical reading, and analytic thinking that is expected at the college level, USC’s general education program requires at least two courses in composition. Students entering USC fulfill this through Writing and Critical Reasoning (WRIT 150) at the freshman level, and Advanced Writing (WRIT 340) during the junior year.

**USC Writing Program Course Requirements**

**Resources posted on Blackboard – Pre-Registration Checklist**

**The Writing Program**

To establish the foundation in academic writing, critical reading, and analytic thinking that is expected at the college level, USC’s general education program requires at least two courses in composition. Students entering USC fulfill this through Writing and Critical Reasoning (WRIT 150) at the freshman level, and Advanced Writing (WRIT 340) typically during the junior year.

WRIT 150 is intended to provide students with a rich and rewarding intellectual experience during their first year at USC, as it develops sound practices of writing and reasoning within a context that encourages students to explore topics of relevance to themselves and their generation. Versions of WRIT 150 address different themes (see below), and each version promotes the skills necessary for success in general education and major courses, while inviting students to join on-going scholarly and cultural conversations regarding salient issues. Toward this end, WRIT 150 fosters active, self-directed learners for whom information and ideas are not simply material for examinations but rather “equipment for living” in the academic context and beyond.
The Writing Center

The USC Writing Center’s mission is to empower students by supporting their development of writing and critical thinking skills. Students work individually with consultants to receive guidance on their papers, cover letters and résumés, personal statements, etc. Additionally, the Writing Center’s website provides a wide range of handouts and instructional videos. All of the Writing Center’s services are free. To learn more or book an appointment, visit https://dornsife.usc.edu/writingcenter.

Language Placement Exams

Students who want to begin a new language – with which they have no previous experience – should request D-clearance for level 1 at https://language.usc.edu

Students with previous experience in a language and want to continue studying that language will be placed according to their foreign language placement exam.

Foreign Language Placement Exams will be offered on-campus throughout the Summer and are not required to be completed prior to course registration. Your academic advising appointment will clarify the process if your placement test is completed after course registration.

If you are able to take the exam on-campus, you must register for the placement exam by completing the corresponding sign-up form.

Freshman Sign-Up Form

Transfer Sign-Up Form

Please bring a photo ID and proof of acceptance. Arrive 10 minutes before the exam starts. Exams are 90 minutes, but allow up to 2 hours for planning purposes. Daily Parking Rate is $14. Visit the USC Transportation website for details.

If you are unable to take the exam on-campus, you may complete the Foreign Language Placement Exam during the start of the semester. If you have any questions, please email language@usc.edu.

Academic advisors can proceed with advising students and have students register for their full course load if the student is unable to take the placement exam prior to course registration.
Students can make adjustments to their schedule after their course registration session (except during other scheduled course registration sessions).

**On-Campus Foreign Language Placement Exam Locations**

All foreign language exams are in-person and will take place in the Mark Taper Hall of Humanities (THH). Exam rooms are as follows:

- Spanish – THH 101
- French – THH 210
- All others – THH B-6 (Basement Level)

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. Students awaiting AP scores may take a placement exam during orientation or wait until Welcome Week.

*excludes Latin

USC offers placement in the following languages: Arabic, Chinese, French, German, Greek (Classical), Italian, Japanese, Korean, Latin, Persian, Russian, Spanish

For the Portuguese placement exam, contact the Department of Latin American and Iberian Cultures.
For the Hebrew placement exam, contact the Jewish Studies Program

**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.

Students admitted to the following schools and/or majors must complete the Math Placement Test, regardless of previous course work, AP or IB exam scores.

- Leventhal School of Accounting
- School of Architecture
- Marshall School of Business
- Viterbi School of Engineering
● Keck School of Medicine
● Price School of Public Policy
● Leonard David School of Gerontology
● School of International Relations

All majors in these USC Dornsife Departments:

● Astronomy
● Biological Sciences
● Chemistry
● Earth Sciences
● Economics
● Environmental Sciences
● Mathematics
● Neuroscience
● Physics
● Psychology

For questions about Mathematics placement, visit https://dornsife.usc.edu/larry-goldstein/placement/

★ COURSE REGISTRATION INQUIRIES

**Limited Status Post**

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

**Open Student’s Permit**

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