

## **Spring 2024 Registration Procedures for Marshall Undergraduate Courses**

- Most Marshall undergraduate classes are open enrollment (R-clearance) through the first week of class. In other words, students are freely able to add a class (if there is an open seat) using Web Registration throughout the first week of the term.
- Marshall undergraduate core courses in BUCO (including BUAD 302), FBE (including BUAD 306, BUAD 308, ECON 351x, 352x), MKT (including BUAD 307), MOR (including BUAD 304 and BUAD 497), and DSO (including BUAD 310, BUAD 312, BUAD 311, BUAD 313 and BUAD 425) will remain open enrollment (R-clearance) for the first three weeks of the term. If there is an open seat in a BUCO, FBE, MKT, MOR or DSO course, students will be freely able to add a class using Web Registration throughout the first three weeks of the term. If the class is full, students will need to continue checking Web Registration to see if a seat becomes available. There are no formal wait lists for these courses, and professors cannot increase the course capacity or add students. If all sections of the course are full, students can add their name to an interest list by contacting the Office of Undergraduate Advising; if new seats or sections are added, students on the interest list will be notified.
- At the end of the first week of classes, WRIT 340 business sections are closed (switched to D-clearance); students are discouraged from adding these courses after the first week and may only do so with permission from the instructor. To add a WRIT 340 course during the first week, students will need to use Web Registration. If the class is full, students will need to continue checking Web Registration to see if a seat becomes available. There are no wait lists. Registration during Weeks 2 and 3 is at the discretion of the professor and requires D-clearance. To obtain D-clearance, students must speak to the professor. By the authority of the University Writing Committee, WRIT 340 professors have the option to *not* add students after Week 2.
- Most BAEP (Entrepreneur) undergraduate electives, plus BUAD 201 and BUAD 301, are switched to D-Clearance after the first week of classes. Students are discouraged from adding these courses after the first week and may only do so at the discretion of the professor. BAEP-495 is on d-clearance at all times. You may contact the Lloyd Greif Center for Entrepreneurial Studies at [sunny.ku@marshall.usc.edu](mailto:sunny.ku@marshall.usc.edu) and [elissa.grossman@marshall.usc.edu](mailto:elissa.grossman@marshall.usc.edu) for d-clearance.
- Special classes are on D-clearance at all times, and D-clearance instructions can be found in the [Schedule of Classes](#). You can obtain information on how to obtain D-clearance from the Office of Undergraduate Advising for directed research (BUAD 490); internships (BUAD 495); field projects (BUAD 498); honors (BUAD 493, 494); and international study classes (BUAD 101, 102, 104, 206).

### **Wait Lists**

- There are no centralized wait lists for Marshall undergraduate courses. Although there are no wait lists, the Office of Undergraduate Advising provides a system by which students can indicate their interest in enrolling in courses that are currently full across all sections. Students on the list will be notified in advance

should new sections or seats be added. To add your name to an interest list, please contact Undergraduate Advising at [undergrad.advising@marshall.usc.edu](mailto:undergrad.advising@marshall.usc.edu), or in JFF 201.

#### **Leventhal School of Accounting Courses**

- Most BUAD 280, BUAD 281, BUAD 305, ACCT 410, ACCT 415 and ACCT 499 courses will remain open-registration (R-clearance) throughout the entire registration period. If a class is listed as D-clearance, students must obtain permission from the professor to add the course. If the professor grants permission and there is space available, the instructor will contact the Leventhal Undergraduate Program to add the student.
- ACCT 370 and ACCT 371 will remain D-clearance throughout the entire registration period. Students should contact their Leventhal academic advisor to add/change their registration.
- For half semester ACCT courses, Session 431 courses are offered in the first half of the semester (ACCT 462). ***Students only have one week to add these courses.*** Session 442 courses are offered in the second half of the semester (ACCT 377, ACCT 473, ACCT 474). All Session 442 courses will be open enrollment courses.

#### **Reminders**

- To find out if a course is D or R, simply check the section number in the [Schedule of Classes](#).
- An instructor may drop any student who, without prior consent, does not attend the first two class sessions or the first class session of the semester for a once-a-week class. The instructor is not required to notify the student that s/he is being dropped.