

Students: Drop a Class after the Deadline / Special Permission Drop

1.	Click the Courses and Enrollment tile.																																																																
2.	Select "Drop a Class."																																																																
3.	<p>If applicable, select the appropriate term and click "Continue."</p> <p>Drop Classes</p> <p>Select Term</p> <p>Select a term then select Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Summer 2017-2018</td> <td>Undergraduate</td> <td>Univ of Southern Mississippi</td> </tr> <tr> <td><input checked="" type="radio"/> Fall 2018-2019</td> <td>Undergraduate</td> <td>Univ of Southern Mississippi</td> </tr> </tbody> </table> <p>Continue</p>	Term	Career	Institution	<input type="radio"/> Summer 2017-2018	Undergraduate	Univ of Southern Mississippi	<input checked="" type="radio"/> Fall 2018-2019	Undergraduate	Univ of Southern Mississippi																																																							
Term	Career	Institution																																																															
<input type="radio"/> Summer 2017-2018	Undergraduate	Univ of Southern Mississippi																																																															
<input checked="" type="radio"/> Fall 2018-2019	Undergraduate	Univ of Southern Mississippi																																																															
4.	Select the checkbox(es) for the class(es) you wish to drop.																																																																
5.	<p>Click the "Drop Selected Classes" button.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>GLY 101-H002 (1345)</td> <td>Phy Geology (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>A. Brink</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>GLY 101L-H006 (1352)</td> <td>Physical Gly Lab (Laboratory)</td> <td>Th 9:30AM - 12:15PM</td> <td>WSB 103</td> <td>J. Deans</td> <td>1.00</td> <td>✓</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>HIS 101-H001 (1158)</td> <td>World Civ I (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>R. Tuuri</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PSY 110-H002 (1126)</td> <td>General Psychology (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>M. Inverso</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>REL 131-H003 (1235)</td> <td>Comparative Rel (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>D. Capper</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>THE 100-H002 (1052)</td> <td>Theatr Appreciation (Lecture)</td> <td>MoWeFr 9:30AM - 10:30AM</td> <td>TAD 116</td> <td>S. Whittington</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td><input type="checkbox"/></td> <td>UNV 100-H001 (4805)</td> <td>Orientation (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>K. Mitchell</td> <td>1.00</td> <td>✓</td> </tr> </tbody> </table> <p>Drop Selected Classes 5</p> <p>Drop ALL Classes (Withdrawing)</p>	Select	Class	Description	Days/Times	Room	Instructor	Units	Status	<input type="checkbox"/>	GLY 101-H002 (1345)	Phy Geology (Lecture)		ONLINE HBG	A. Brink	3.00	✓	<input type="checkbox"/>	GLY 101L-H006 (1352)	Physical Gly Lab (Laboratory)	Th 9:30AM - 12:15PM	WSB 103	J. Deans	1.00	✓	<input checked="" type="checkbox"/>	HIS 101-H001 (1158)	World Civ I (Lecture)		ONLINE HBG	R. Tuuri	3.00	✓	<input type="checkbox"/>	PSY 110-H002 (1126)	General Psychology (Lecture)		ONLINE HBG	M. Inverso	3.00	✓	<input type="checkbox"/>	REL 131-H003 (1235)	Comparative Rel (Lecture)		ONLINE HBG	D. Capper	3.00	✓	<input type="checkbox"/>	THE 100-H002 (1052)	Theatr Appreciation (Lecture)	MoWeFr 9:30AM - 10:30AM	TAD 116	S. Whittington	3.00	✓	<input type="checkbox"/>	UNV 100-H001 (4805)	Orientation (Lecture)		ONLINE HBG	K. Mitchell	1.00	✓
Select	Class	Description	Days/Times	Room	Instructor	Units	Status																																																										
<input type="checkbox"/>	GLY 101-H002 (1345)	Phy Geology (Lecture)		ONLINE HBG	A. Brink	3.00	✓																																																										
<input type="checkbox"/>	GLY 101L-H006 (1352)	Physical Gly Lab (Laboratory)	Th 9:30AM - 12:15PM	WSB 103	J. Deans	1.00	✓																																																										
<input checked="" type="checkbox"/>	HIS 101-H001 (1158)	World Civ I (Lecture)		ONLINE HBG	R. Tuuri	3.00	✓																																																										
<input type="checkbox"/>	PSY 110-H002 (1126)	General Psychology (Lecture)		ONLINE HBG	M. Inverso	3.00	✓																																																										
<input type="checkbox"/>	REL 131-H003 (1235)	Comparative Rel (Lecture)		ONLINE HBG	D. Capper	3.00	✓																																																										
<input type="checkbox"/>	THE 100-H002 (1052)	Theatr Appreciation (Lecture)	MoWeFr 9:30AM - 10:30AM	TAD 116	S. Whittington	3.00	✓																																																										
<input type="checkbox"/>	UNV 100-H001 (4805)	Orientation (Lecture)		ONLINE HBG	K. Mitchell	1.00	✓																																																										
6.	<p>Review the course info and confirm your drop by clicking on "Finish Dropping."</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>HIS 101-H001 (1158)</td> <td>World Civ I (Lecture)</td> <td></td> <td>ONLINE HBG</td> <td>R. Tuuri</td> <td>3.00</td> <td>✓</td> </tr> </tbody> </table> <p>Cancel Previous Finish Dropping</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	HIS 101-H001 (1158)	World Civ I (Lecture)		ONLINE HBG	R. Tuuri	3.00	✓																																																		
Class	Description	Days/Times	Room	Instructor	Units	Status																																																											
HIS 101-H001 (1158)	World Civ I (Lecture)		ONLINE HBG	R. Tuuri	3.00	✓																																																											
7.	<p>If you are dropping outside of the normal add/drop period, you'll receive a message to indicate special permission must be granted. If you want to proceed, click the Special Permission button.</p> <p>NOTE: Turn off pop-up blocker!!</p> <p>3. View results</p> <p>View the results of your enrollment request. Click Fix Errors to make changes to your request.</p> <p>Fall 2013-2014 Undergraduate Univ of Southern Mississippi</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> <th>Special Permission</th> </tr> </thead> <tbody> <tr> <td>BSC 251</td> <td>Error: Unable to complete your request. You do not have access to perform this transaction at this time</td> <td>✗</td> <td>Special Permission</td> </tr> </tbody> </table> <p>My CLASS SCHEDULE</p>	Class	Message	Status	Special Permission	BSC 251	Error: Unable to complete your request. You do not have access to perform this transaction at this time	✗	Special Permission																																																								
Class	Message	Status	Special Permission																																																														
BSC 251	Error: Unable to complete your request. You do not have access to perform this transaction at this time	✗	Special Permission																																																														

<p>8.</p>	<p>a. Choose the appropriate reason for the late drop. b. Enter daytime phone number in case further discussion is needed. c. Type in a comment to provide detailed reasoning for late drop. d. Check 'understanding statements' if you agree. e. Click the Submit button.</p> <div data-bbox="375 474 1511 1136" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Special Permissions</p> <p>This special permission request is ONLY for the class number indicated below and is being requested after the normal processing deadline. If you are lacking any overrides for course requisites, overload, closed section, department consent, you will need to provide any necessary explanation in the request process to the instructor and/or chair of the course.</p> <p>Empl ID: 860384 Name: Friend,Cassie Nicole</p> <p>Term: 4141 Fall 2013-2014 Current Hours: 13.00</p> <p>Major: Pre-Nursing BSN Academic Level: Sophomore</p> <hr/> <p>Class Nbr: 2020 Subject: BSC Catalog Nbr: 251 Section: H001 Session: Regular Campus: HBG</p> <p>Hours: 3.00 Instructor: <input type="text"/> Daytime Phone: <input type="text"/></p> <p>Late Drop Reason: <input type="text"/> Comments: <input type="text"/></p> <p style="text-align: center;">If you are adding or dropping additional classes, please list the detail in the comment box to expedite your request.</p> <p><input type="checkbox"/> By submitting this request, I understand that I will be responsible for all tuition and academic penalties as published in the Academic Calendar</p> <p><input type="checkbox"/> By submitting this request, if approved, I understand the instructor has the discretion to assign a WP or WF grade for this course</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/> For a hard copy, screen print this page before submitting</p> </div>
<p>9.</p>	<p>Be sure to click the SUBMIT button!!</p> <p>Once submitted, you will receive a verification of submission message with pertinent info. Also, an email is sent only to the instructor of the course. Monitor your student email for requested information and updates.</p> <p>Your request was successfully submitted to be reviewed by the appropriate personnel.</p> <p>Upon completion of the process, you will receive an email notification to your USM email with the final decision. Although the complete process may take 1-2 business days, all action taken will be as of the date of your request.</p> <p>Return to Student Center</p>
<p>NOTE:</p>	<p>Don't assume that a 'special request' will be automatically granted. Questions regarding the request should be directed to the instructor of the course.</p>