Online Permission to Add (or Drop) After the Deadline - Director

Introduction

Students have access in SOAR to adjust their class schedules until the published deadlines. To adjust their schedule after the deadlines, students must have permission from the instructor (or TA/Proxy in some cases) and the department chair for the course (or chair designee.)

Student submits request in SOAR → Instructor/Proxy/TA decision → Chair/designee decision → Registrar Office processes add/drop

NOTE 1: Approving the special request gives permission for students to be enrolled and/or dropped from courses regardless of pre-requisites, co-requisites, class capacity, and advisement service indicator. The Registrar’s Office will not override an outstanding balance service indicator, suspension service indicator, time conflict, and overload in hours until additional approval has been granted by the area impacted.

Any questions or issues in processing the online special permission should be sent via email to the Registrar’s listserv at registrar@usm.edu.

Chair: Navigation & Process

1. Once an instructor approves special permission request, you as the chair, chair designee, or chair assistant will receive the below email.

   ![Email example](image)

   USM AUTOMATED EMAIL - DO NOT CLICK REPLY

   has granted the Regular Academic Session for the term Fall 2013-2014. Please log into SOAR to review the comments on the request and process (approved/deny) through your SOAR worklist. If action is not taken within 5 business days of the request, the request will be VOIDED.

   Note: Approvals of add/drop requests include overrides of any necessary prerequisites, closed class, and department/instructor consent. The approvals will not include any time conflicts or service indicator holds.

2. In SOAR, click the Compass at the top right, select the Navigator button and click Worklist.
3. Reviewers should click on the appropriate Add/Drop Permission link.

4. Review the history the request and indicate your decision using the dropdown menu.

5. (optional) Make a comment explaining your decision.
   NOTE: Students will receive comments once the request has been processed, so keep it professional.

6. Click on the Submit button.

   *If the request is left pending*, the request remains on the worklist until a final decision has been made.

   *If the request is approved*, the request is forwarded to the Registrar’s Office for processing.

   *If the request is denied*, an email is sent back to the student and instructor.

7. You will receive the message below to confirm that you have submitted it to the next level of approval and this request will be removed from your Worklist.

   The Registrar’s Office will receive a worklist item of the request and will process as appropriate. If there are issues in the request such as outstanding charges, service indicators, etc. that need to be addressed, the request may be delayed in processing.

   Once the request has been processed, an email is sent to the student for informational purposes only.

   ![Image of workflow process]

   The student’s request has been successfully recorded and will be forwarded to the next appropriate person(s) for action if appropriate. If you have any questions regarding the status of the request, send student and class details to registrar@usb.edu.

   Click HOME to continue.