

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

## 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.)

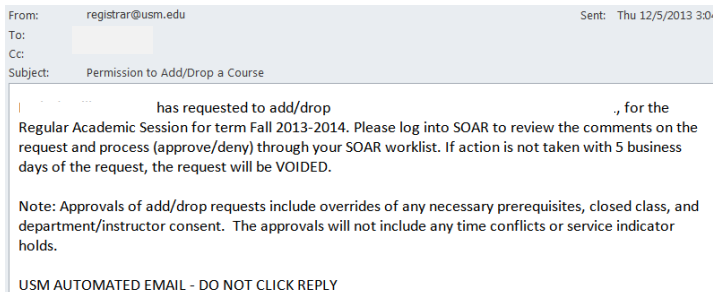



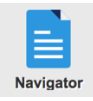
NOTE 1: Approving the special request **gives permission** for students to be enrolled and/or dropped from courses regardless of pre-requisites, co-requisites, class capacity, and advisement service indicator. The Registrar's Office will not override an outstanding balance service indicator, suspension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

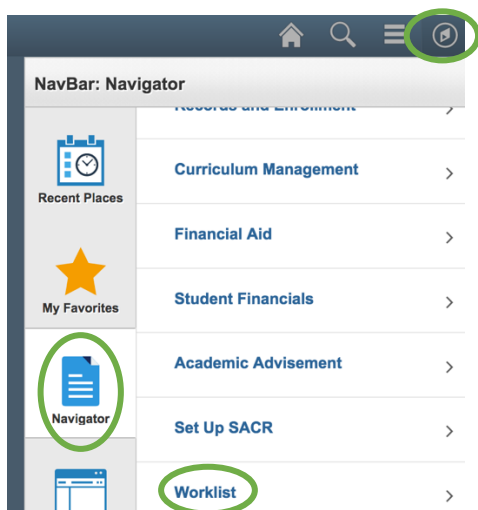
Any questions or issues in processing the online special permission should be sent via email to the Registrar's listserv at [registrar@usm.edu](mailto:registrar@usm.edu).

## Instructor: Navigation & Process

1. Once a student has initiated the special permission request, you as the instructor, TA or proxy will receive the below email.



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](#).

Worklist Items						Personalize	Find	View All	First	1 of 1	Last
From	Date From	Work Item	Worked By Activity	Priority	Title						
	04/19/2018	USM Permission to Add or Drop	Permission from Instructor		899233...USM01_4185_A_4922_34958...					Mark Worked	Reassign

4. 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 approved**, an email is automatically sent to the Department Chair, Chair Designee and Chair Assistant (if assigned) to review the request.

**If the request is denied**, an email is sent back to the student with the denial and no additional steps are necessary.

Reason for Adding Late: Closed Class      Daytime Phone: 601/266-1234

Student Comments: N/A

Possible Course Problems: 4

Instructor Decision: Yes

Instructor Comments: 5

Submit 6

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

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@usm.edu](mailto:registrar@usm.edu).

Click HOME to continue.