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

**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 at the instructor level and from the department chair of the course (or chair designee.)

![Diagram]

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

**Navigation**

Self Service > Student Center > Enroll

1. Select the correct function.
2. Select the correct term.
3. Click the Continue button.

![Image]

4. Add or drop a class using the usual process. If a special permission is allowed according to the published deadlines, the Special Permission button will appear as shown below.
5. Once the course displays in the Shopping Cart, click the **Proceed to Step 2 of 3** button.

![Image of Shopping Cart](image1)

6. Confirm the class information and click the **Finish Enrolling** button to continue.

![Image of Finish Enrolling button](image2)

7. If adding/dropping the class after the add/drop, click the **Request Permission** button.

![Image of Request Permission](image3)

8. Select the reason for adding/dropping the course after the deadline.
9. Provide a daytime phone number.
10. Enter a comment explaining your reason for the late add/drop.
11. Check the boxes dealing with the financial obligations and the notice to meet with the instructor.
   
   **NOTE:** Verbiage is slightly different for adding vs dropping a class.

12. Click the **Submit** button.

![Image of Submit button](image4)

13. Students receive the following panel next for further instructions. An email is sent immediately to the instructor (and Teacher Assistants/Proxy if applicable).

![Image of Submit button](image5)

**NOTE:** Students should not assume that making a ‘Special Request’ is automatically granted. Any questions regarding the request should be directed to the instructor of the course.