

# 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.)



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).

## Navigation

Self Service > Student Center > Enroll

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

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes 1 2 3

### Select Term

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> Spring 2017-2018	Undergraduate	Univ of Southern Mississippi
<input type="radio"/> Summer 2017-2018	Undergraduate	Univ of Southern Mississippi
<input type="radio"/> Fall 2018-2019	Undergraduate	Univ of Southern Mississippi

**Continue**

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.

### ADD

Add to Cart

Enter Class Nbr

 

Find Classes

Class Search

My Requirements

My Planner

Schedule Generator

### DROP

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	CIS 302-G001 (11362)	Classrm Mgmt (Lecture)		ONLINE GC	B. Davis	3.00	✓
<input type="checkbox"/>	MAT 285-H001 (5006)	Intro To Diff Eq (Lecture)	MoWeFr 9:00AM - 9:50AM	SH 303	Z. Xie	3.00	✓
<input type="checkbox"/>	MAT 320-H001 (5424)	Prob & Math Stat I (Lecture)	TuTh 5:10PM - 6:25PM	SH 303	J. Harris	3.00	✓
<input type="checkbox"/>	REF 400-H001 (1151)	Public Edu In U.S. (Lecture)	Mo 6:30PM - 9:15PM	Scianna Hall 2009	T. O'Brien	3.00	✓

- Once the course displays in the Shopping Cart, click the **Proceed to Step 2 of 3** button.

**Proceed to Step 2 of 3**

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

Class	Description	Days/Times	Room	Instructor	Units	Status
CMS 435-H001 (4922)	Legal Communication (Lecture)	MoWeFr 11:00AM - 11:50AM	LAB 104	L. Hosman	3.00	<span style="color: green;">●</span>

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

Success: enrolled
  Error: unable to add class

Class	Message	Status	Request Permission
CMS 435	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	<span style="color: red;">✗</span>	<input type="button" value="Request Permission"/>

- Select the reason for adding/dropping the course after the deadline.
- Provide a daytime phone number.
- Enter a comment explaining your reason for the late add/drop.
- 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.
- Click the **Submit** button.

Class Nbr: 4922    Subject: CMS    Catalog Nbr: 435    Section: H001    Session: Regular    Campus: HBG

Hours: 3.00    Instructor: Hosman, Lawrence A

Late Add Reason:     Daytime Phone:

**If you are making any other changes to your schedule this semester, list the detail in the comment box to expedite your request.**

Comments:

By submitting this request, I understand that if approved, I am responsible for all tuition charges associated with the change in my schedule.

By submitting this request, I understand that if approved, I must meet with my instructor to obtain a syllabus and complete any missed assignments.

  

For a hard copy, screen print this page before submitting

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

Your request was successfully submitted to be reviewed by the appropriate personnel.

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.

[Return to Student Center](#)

**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.