
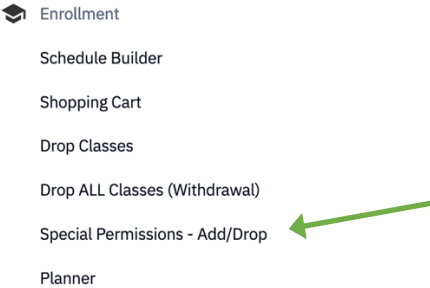
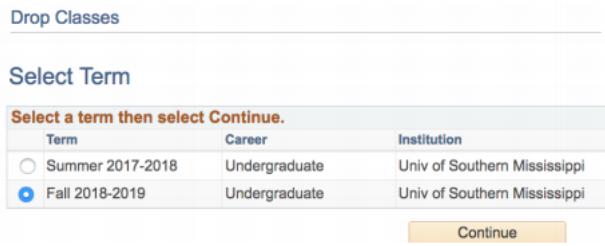
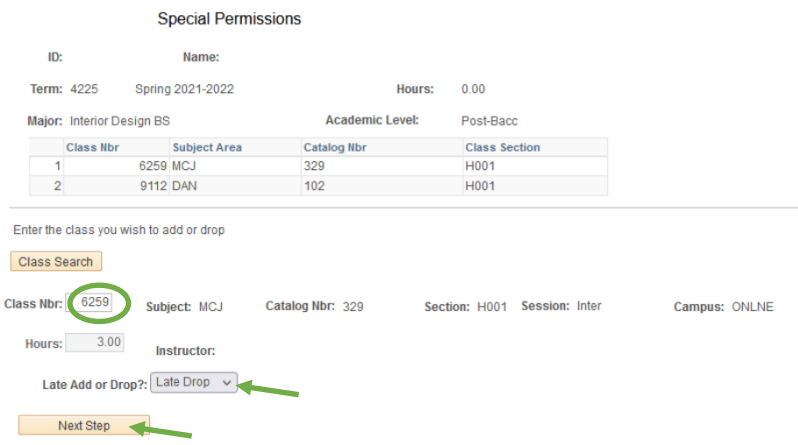


|    |   |
|----|---|
| 1. | <p>Within SOAR, navigate to the <b>Enrollment</b> menu.</p>  Enrollment  |
| 2. | <p>Click the <b>Special Permissions – Add/Drop</b> option.</p>           |
| 3. | <p>If applicable, select the appropriate term and click Continue.</p>  |
| 4. | Enter the class number for which you'd like to drop.  |
| 5. | Select Late Drop.   |
| 6. | <p>Click the "Next Step" button.</p>                                  |

7. a. Provide the reason for your late drop.  
b. Provide a daytime phone number in case of needed clarifications or questions.  
c. Provide reason/comment regarding your late drop.  
d. Click the boxes if they meet your approval.  
e. Click the "Submit" button.

**Special Permissions**

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.

|                           |                           |                |      |
|---------------------------|---------------------------|----------------|------|
| Empl ID:                  | Name:                     |                |      |
| Term: 4225                | Spring 2021-2022          | Current Hours: | 0.00 |
| Major: Interior Design BS | Academic Level: Post-Bacc |                |      |
| Email:                    |                           |                |      |

---

Class Nbr: 6259    Subject: MCJ    Catalog Nbr: 329    Section: H001    Session: Inter    Campus: ONLINE

Hours: 3.00    Instructor: S    wa    Late Drop Reason: Not needed for degree    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.**

c    Comments: I don't need this

d ☒ By submitting this request, I understand that I will be responsible for all tuition and academic penalties as published in the Academic Calendar.

e ☒ By clicking this box, I understand that I will receive a grade of W on the official transcript. While the grade of W has no impact on the USM grade point average, the W is included in financial aid attempted hours.

Submit    Cancel    **For a hard copy, screen print this page before submitting**

8. Once submitted, you will receive a verification of submission message with pertinent info. Monitor your student email for requested information and updates.

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](#)

9. If there is any issue with the drop, the Registrar's Office will send correspondence to your student email account.