

Online Permission to Add (or Drop) After the Deadline

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.)

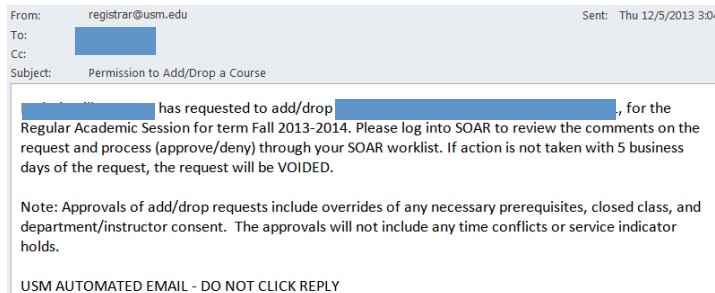


NOTE 1: Approving the special request **gives permission** for students to be enrolled and/or dropped from courses regardless of pre-requisites, co-requisites, class capacity, and advisement service indicator. The Registrar's Office will not override an outstanding balance service indicator, suspension 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.

Instructor: Navigation & Process

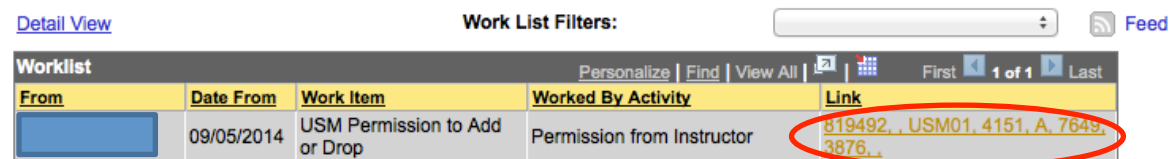
1. Once a student has initiated the special permission request, you as the instructor, TA or proxy will receive the below email.



2. In SOAR, click the Worklist link at the top right of the panel.



3. Reviewers should click on the appropriate Add/Drop Permission link.



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.

Current Enrollment					
Class Nbr	Subject Area	Catalog Nbr	Class Section	Session	Hours
1	7014 NFS	362	H008	Eight Wk 2	3.00
2	7109 BSC	340	H001	Regular	3.00

***** Late Add Request *****

If no action is taken within 10 business days, the request will be VOIDED (DENIED). The student is not allowed to attend the class unless officially enrolled.

Class Nbr: 7649 Subject: HIS Catalog Nbr: 102 Section: H004 Session: CEDL 1 Hours: 3.00 Campus: ONLINE

Instructor: Academic Group: CAL Academic Organization: HISTORY

Reason for Adding Late: Late registering for term Daytime Phone: 601/497-0999

Student Comments: Need class to graduate

Possible Course Problems: You will need to obtain permission to add this class.

Instructor Decision: Yes

Instructor Comments: Comment here.

4 →

5 →

6 →

Submit

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.

Click HOME to continue.