Online Permission to Add (or Drop) After the Published Deadline

Instructions for Students Using the “Request Permission” for Adding or Dropping a Course Late
All students should become familiar with academic deadlines and penalties published in the Academic Calendars on the Office of the Registrar web site: usm.edu/registrar/calendars

Student initiates the process via the SOAR account
Navigation: Self Service > Student Center > My Classes > add (or drop is the same process except for different drop navigation)

In Add or Drop process, the 3rd panel is the Results panel. If a special permission is allowed according to the published deadlines, the Special Permission button will appear as shown below.

To make a special request to add/drop after the deadline, click the “Request Permission” button.

NOTE: Turn off your Pop-Up Blockers.

If the class is a variable hour course, the student must indicate the appropriate hours. This is typically only true for “Special Problems” or practicum courses where the student is able to select from 1-9 credit hours. In most cases, a student will not have to change the hour requirement.
Online Permission to Add (or Drop) After the Published Deadline

Students select the add/drop request, the appropriate reason for the late change in schedule as well as providing a daytime phone in case further discussion is needed and comments to provide additional reasoning.

All blanks MUST be filled in and the ‘understanding statements’ checked, in order for the request to be submitted. **THE REQUEST IS NOT OFFICIAL UNTIL THE STUDENT HAS CLICKED SUBMIT.**

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

**NO FURTHER ACTION IS NEEDED BY THE STUDENT. 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.**