Instructions for Students Using the Special Permission for Adding or Dropping a Course Late

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

OR

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 special permission button.

BEWARE: Turn off your Pop-Up Blockers.

If the class is a variable hour course, the student must indicate the appropriate hours.
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 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.