Online Permission to Add (or Drop) After the Deadline - Director

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.)
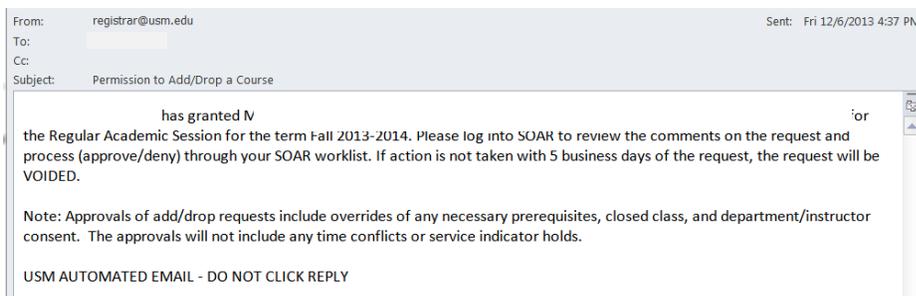

NOTE 1: Approving the special request **<mark>gives permission</mark>** for students to be enrolled and/or dropped from courses regardless of pre-requisites, co-requisites, class capacity, and advisement service indicator. The Registrar's Office will not override an outstanding balance service indicator, suspension service indicator, time conflict, and overload in hours until additional approval has been granted by the area impacted.
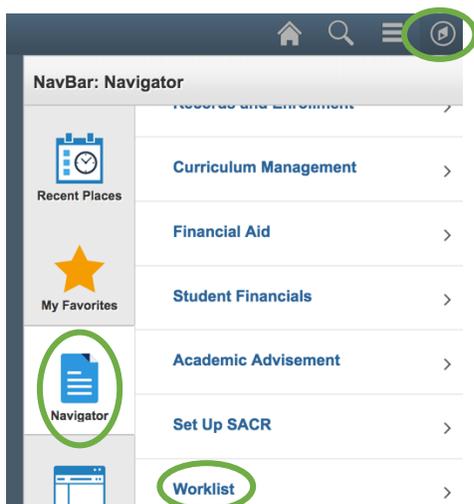
Any questions or issues in processing the online special permission should be sent via email to the Registrar's listserv at registrar@usm.edu.

Chair: Navigation & Process

1. Once an instructor approves special permission request, you as the chair, chair designee, or chair assistant will receive the below email.

2. In SOAR, click the Compass at the top right, select the Navigator button and click **Worklist**.

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

Worklist Items						Personalize | Find | View All | 📲 | 📇	First ◁ 1 of 1 ▷ Last
From	**Date From**	**Work Item**	**Worked By Activity**	**Priority**	**Link**		
ᵢnce , ,	04/19/2018	USM Permission to Add or Drop	USM Permission to Add/Drop		899233, , USM01, 4185, A, 4922, 34958, ,	Mark Worked	Reassign

4. Review the history the request and 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 left pending, the request remains on the worklist until a final decision has been made.

   If the request is approved, the request is forwarded to the Registrar's Office for processing.

   If the request is denied, an email is sent back to the student and instructor.

Class Nbr: 4922	Subject: CMS	Catalog Nbr: 435	Section: H001	Session: Regular	Hours: 3.00	Campus: HBG

Instructor: Hosman,Lawrence A   Academic Group: CAL   Academic Organization: SPEECH COM

Reason for Adding Late: Closed Class   Daytime Phone: 601/266-1234

Student Comments: N/A

Possible Course Problems:

Instructor Decision: Yes

Instructor Comments: Please allow. Student has been attending since start of term.

`4`

Instructor Reviewer: Hosman,Lawrence A

Department Decision: Yes

Department Comments: Optional. Student will see comment if one is posted.

`5`

Submit ← `6`

Submit ←

7. You will receive the message below 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.

The Registrar's Office will receive a worklist item of the request and will process as appropriate. If there are issues in the request such as outstanding charges, service indicators, etc. that need to be addressed, the request may be delayed in processing.

Once the request has been processed, an email is sent to the student for informational purposes only.