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

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 at the instructor level and from the department chair of the course (or chair designee.)

Student submits request in SOAR	→	Instructor/Proxy/ TA decision	If approved →	Chair / designee decision	If approved →	Registrar Office processes add/drop

Any questions or issues in processing the online special permission should be sent via email to the Registrar's listserv at registrar@usm.edu.

Navigation

Self Service > Student Center > Enroll

1. Select the correct function.
2. Select the correct term.
3. Click the **Continue** button.

My Class Schedule | **Add** | Drop | Swap | Term Information

Add Classes   1—2—3

Select Term

Select a term then select Continue.

	Term	Career	Institution
●	Spring 2017-2018	Undergraduate	Univ of Southern Mississippi
○	Summer 2017-2018	Undergraduate	Univ of Southern Mississippi
○	Fall 2018-2019	Undergraduate	Univ of Southern Mississippi

Continue

4. Add or drop a class using the usual process. If a special permission is allowed according to the published deadlines, the Special Permission button will appear as shown below.

ADD

Add to Cart

Enter Class Nbr

[   ] Enter

Find Classes

● Class Search

○ My Requirements

○ My Planner

Search

Schedule Generator

DROP

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☑	CIS 302-G001 (11362)	Classrm Mgmt (Lecture)		ONLINE GC	B. Davis	3.00	✔
☐	MAT 285-H001 (5006)	Intro To Diff Eq (Lecture)	MoWeFr 9:00AM - 9:50AM	SH 303	Z. Xie	3.00	✔
☐	MAT 320-H001 (5424)	Prob & Math Stat I (Lecture)	TuTh 5:10PM - 6:25PM	SH 303	J. Harris	3.00	✔
☐	REF 400-H001 (1151)	Public Edu In U.S. (Lecture)	Mo 6:30PM - 9:15PM	Scianna Hall 2009	T. O'Brien	3.00	✔

Drop Selected Classes
Drop ALL Classes (Withdrawing)

5. Once the course displays in the Shopping Cart, click the **Proceed to Step 2 of 3** button.

6. Confirm the class information and click the **Finish Enrolling** button to continue.

7. If adding/dropping the class after the add/drop, click the **Request Permission** button.

8. Select the reason for adding/dropping the course after the deadline.
9. Provide a daytime phone number.
10. Enter a comment explaining your reason for the late add/drop.
11. Check the boxes dealing with the financial obligations and the notice to meet with the instructor.
    NOTE: Verbiage is slightly different for adding vs dropping a class.
12. Click the **Submit** button.

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

NOTE: 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.