

Online Permission to Add (or Drop) After the Deadline

Beginning Spring 2014

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 Teaching Assistant in some cases) and the department chair for the course (or the departmental chair designee.) The permission form has been a carbon form requiring signatures and being submitted to the Registrar's Office for final processing.

In consultation with various academic committees, students may now initiate a "Late Add/Late Drop" through a special permission request link via their SOAR account. (Instructions are given in this tutorial to follow.) The special permission request is intended to assist students and faculty with an efficient and auditable process for reviewing enrollment requests outside of the standard registration periods. Academic departments are encouraged to process the requests in a timely manner to provide decisions which will enable students to respond according to the outcome of the request.

Each request is sent electronically to the instructor (and teaching assistants or proxies if applicable) immediately upon submission by the student. Assuming the instructor approves the request, the special permission is electronically forwarded to the Chair (or Chair Designee(s) if appropriate). Assuming the request is approved, the special permission is electronically forwarded to the Registrar's Office on the appropriate campus for final processing.

Academic departments should be aware that 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.

During the spring term, students needing special permission may elect to use the special permission request button within SOAR as a pilot process **OR** opt to use the carbon form. Tentative plans are to have the special permission request button used exclusively beginning with the summer 2014 registration deadlines.

Clarification Points:

1. Once a request has been made on a specific class section, a second request for the same ACTION (add/drop) on the same section will not be processed. Students will receive an error stating a 'Request has already been submitted for this section.' Therefore if a request needs to be reversed after it has been processed, please contact the Registrar's Office for processing instructions.
2. The special permission request link only appears within SOAR for the student AFTER the deadline to add or drop a class for the CURRENT semester. Additionally, the link will not appear for the student once the last day to process enrollment changes for the session for that term has passed. Therefore, after the last day to process enrollment changes, grade changes will be required.

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

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.

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2013-2014 | Undergraduate | Univ of Southern Mississippi

Class	Message	Status	Special Permission
BSC 251	Error: Unable to complete your request. You do not have access to perform this transaction at this time	✗	Special Permission

MY CLASS SCHEDULE

To make a special request to add/drop after the deadline, click the special permission button.

BEWARE: Turn off your Pop-Up Blockers.

Enter the class you wish to add or drop

Class Search

Class Nbr: 10154 Subject: Catalog Nbr: Section: G001 Session: Regular Campus: USMGC

Hours: 1.00 Instructor: i

Late Add or Drop?: Late Add

Next Step

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

Special Permissions

This special permission request is ONLY for the class number indicated below and is being requested after the normal processing deadline. If you are lacking any overrides for course requisites, overload, closed section, department consent, you will need to provide any necessary explanation in the request process to the instructor and/or chair of the course.

Empl ID: [redacted] Name: [redacted]
Term: 4141 Fall 2013-2014 Current Hours: 13.00
Major: Pre-Nursing BSN Academic Level: Sophomore

Class Nbr: 2020 Subject: BSC Catalog Nbr: 251 Section: H001 Session: Regular Campus: HBG

Hours: 3.00 Instructor: [redacted]

Late Drop Reason [dropdown menu]

Daytime Phone: [text box]

If you are adding or dropping additional classes, please list the detail in the comment box to expedite your request.

Comments: [text area]

By submitting this request, I understand that I will be responsible for all tuition and academic penalties as published in the Academic Calendar

By submitting this request, if approved, I understand the instructor has the discretion to assign a WP or WF grade for this course.

Submit

Cancel

For a hard copy, screen print this page before submitting

Text is slightly different for adding a class.

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).

Your request was successfully submitted to be reviewed by the appropriate personnel.

Upon completion of the process, you will receive an email notification to your USM email with the final decision. Although the complete process may take 1-2 business days, all action taken will be as of the date of your request.

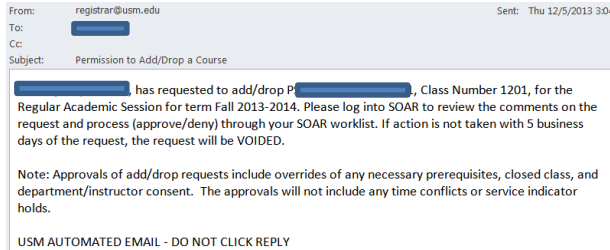
[Return to Student Center](#)

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.

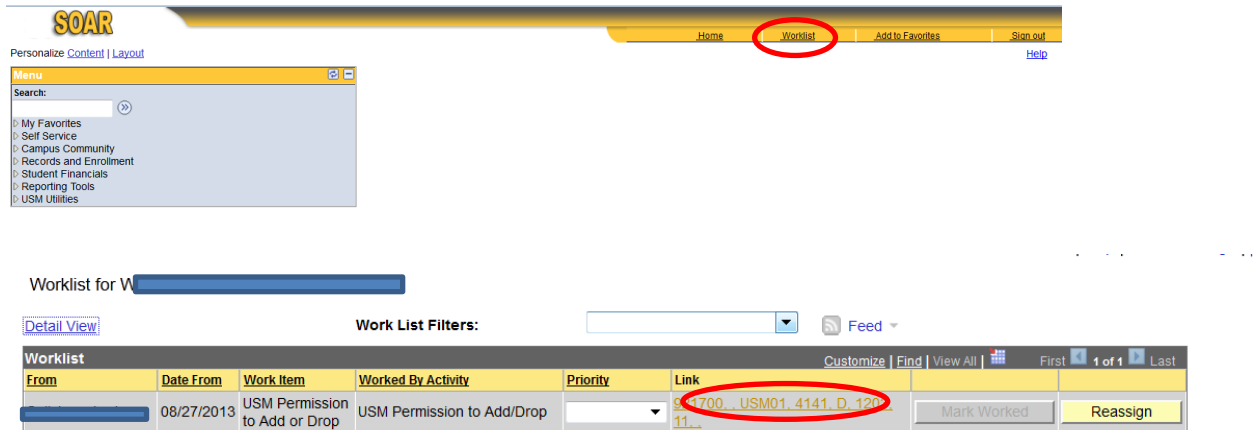
Instructions for Instructors (or Teaching Assistants or Proxies if applicable)

Once a student has initiated the special permission request, an email is sent immediately to the Instructor of record (and Teacher Assistants if applicable) to notify them of the request and remind them to check their Worklist within SOAR for review.

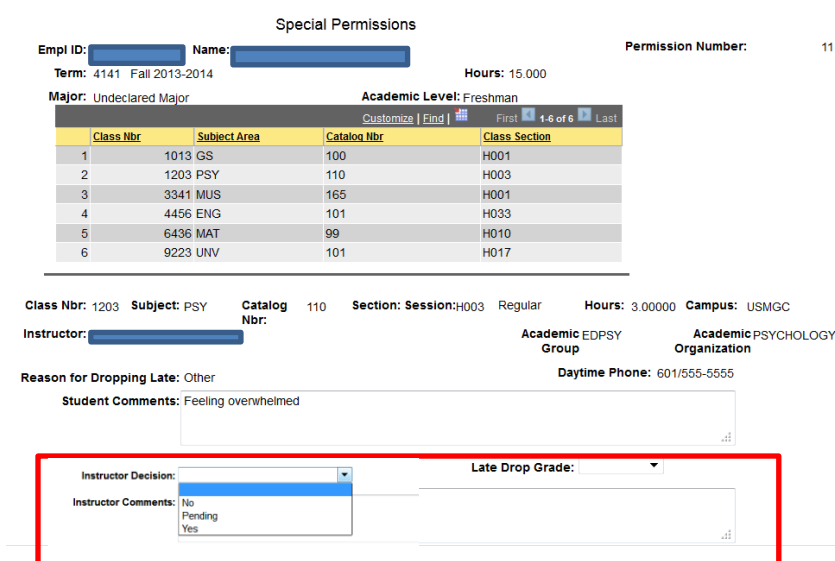
Email to Instructor:



Instructors should log into SOAR and check the Worklist link at the top right of the panel.



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



- Instructors will see the page the students completed. Instructors need to indicate their decision.
- If instructors are undecided at the review time, they may choose PENDING and the request will remain on their worklist.

NOTE: For a Drop Request, instructors must indicate WP or WF. Students are notified immediately of a WF grade and have the chance to RESCIND their request.

Instructor Comments: Comments are not required unless Department requires it.

Instructors should make appropriate comments that become of part of the student’s record and explain reasoning behind decision.

Once the Instructor clicks YES or NO and SUBMITS, no further action is required by the instructor for the process. 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. NOTE: If the Instructor DENIES the request, an email is sent back to the student with the denial and no additional steps are necessary.

Department Reviewer: 08/27/13 9:37:47AM
Student requested:
Submit
USM Enrollment Link
View 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 worklist for the Instructor (and Teacher Assistants if applicable) are cleared when the SUBMIT button has been clicked.

Detail View Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link

WF GRADES: If a WF grade is submitted by the instructor for a drop request, an email is sent automatically to the student informing them of the grade. Students are given 24 hours to contact the instructor by email if they wish to RESCIND their drop request. If the instructor approves for the student to remain in the class, email the Chair and the Registrar’s Office (registrar@usm.edu) to void the request.

Cc: Subject: Permission to Add/Drop a Course Late

Dear Student

Your drop request in [redacted] class number 10134, for the CEDL Session 1 for the Fall 2013-2014 term has been approved by Instructor [redacted] and a grade of WF (withdrawal failing) will be assigned. If you decide to remain in the class, you must email the instructor within 24 hours and request permission to remain in the class. The instructor must email the chair and/or Registrar’s Office for confirmation of cancellation of your request.

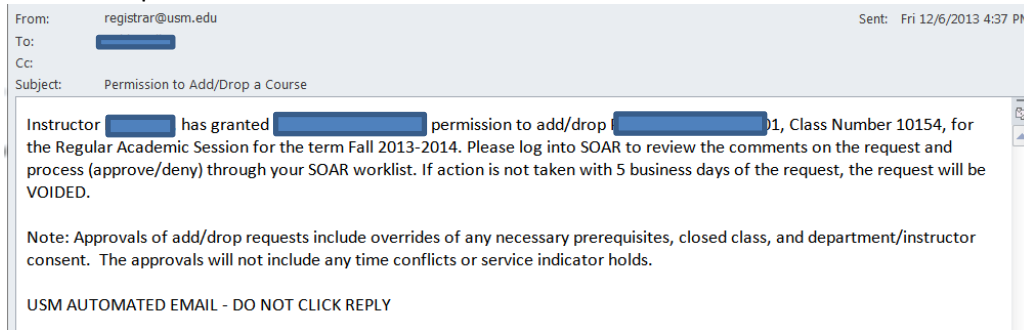
Regardless of the grade assigned, students are responsible for all tuition with a late drop request.

DO NOT REPLY

Instructions for Chair of Academic Department
(and Departmental Designees/Chair Assistants if applicable)

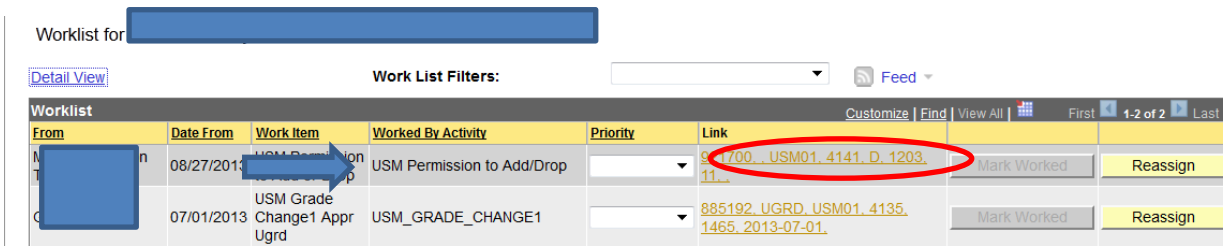
When an instructor approves the student's special permission to add/drop a course, an email is automatically sent to the Chair of the department (and Department Designee and Chair Assistants if applicable) to be reviewed. If the course is a HBG or ONLINE course, the HBG administration will review the request. If the course is a USMGC course, the USMGC administration will review the request.

Email to Department Reviewers:



The worklist within SOAR is populated with the request from the Instructor (or Teacher Assistant if applicable) for the Chair, Chair Designee and Chair Assistant as appropriate. Any of these individuals may review/process the request.

Chair of Academic Department (and designees if applicable)



Click the Worklist item to access the request page with previous information. NOTE: The Worklist item for the Add/Drop is different from the Online USM Grade Change request.

Empl ID: [REDACTED] Permission Number: 11

Term: 4141 Fall 2013-2014 Hours: 15.000

Major: Undeclared Major Academic Level: Freshman

Class Nbr	Subject Area	Catalog Nbr	Class Section
1	1013 GS	100	H001
2	1203 PSY	110	H003
3	3341 MUS	165	H001
4	4456 ENG	101	H033
5	6436 MAT	99	H010
6	9223 UNV	101	H017

Class Nbr: 1203 Subject: PSY Catalog Nbr: 110 Section: Session:H003 Regular Hours: 3.00000 Campus: USMGC

Instructor: [REDACTED] Academic EDPSY Group Academic PSYCHOLOGY Organization

Reason for Dropping Late: Other Daytime Phone: 601/555-5555

Student Comments: Feeling overwhelmed

Instructor Decision: Yes Late Drop Grade: WP

Instructor Comments: Comments are not required unless Department requires it.

Instructor Reviewer: [REDACTED]

Department Decision: [REDACTED]

Department Comments: No Pending Yes

Department Reviewer: [REDACTED]

Student requested: 08/27/13 9:37:47AM Instructor Approved: 08/27/13 9:41:21AM

Submit

The student and previous reviewer's information along with date and time stamp are included for reference. If PENDING is selected from the drop down, the request remains on the worklist until a final decision has been made. If approved, the request is forwarded to the Registrar's Office for processing. If the request is denied, an email is sent to the student and instructor. No further action is necessary if the YES or NO are submitted.

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.

Since this is a pilot workflow process, please email the Registrar's Office (registrar@usm.edu) with any issues, suggestions, etc. regarding this online workflow process.

Inquiry page to view the status of a special request:

- Campus Community, USM Campus Community, Special Permissions (Inquire)
Enter the emplid of the student

Queries that can be run by departmental assistants to review outstanding requests:

- INSTR__SPECIAL_PERM
- DPT_SPECIAL_PERM