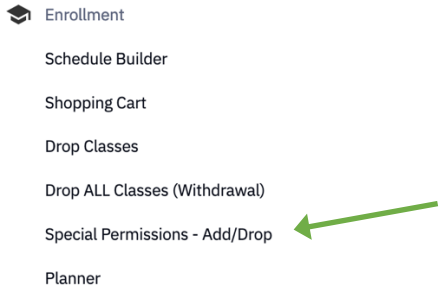
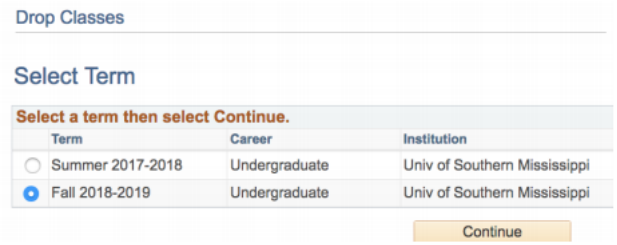
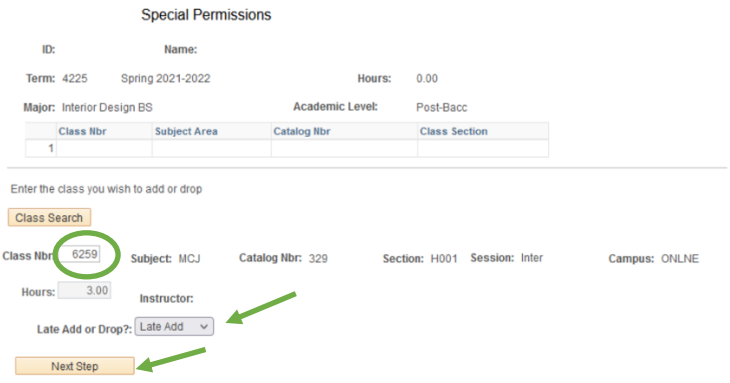
Add after Deadline

1.	Within SOAR, navigate to the **Enrollment** menu.
2.	Click the **Special Permissions – Add/Drop** option. 
3.	If applicable, select the appropriate term and click Continue. 
4.	Enter the class number for which you'd like to add.
5.	Select Late Add.
6.	Click the "Next Step" button. 

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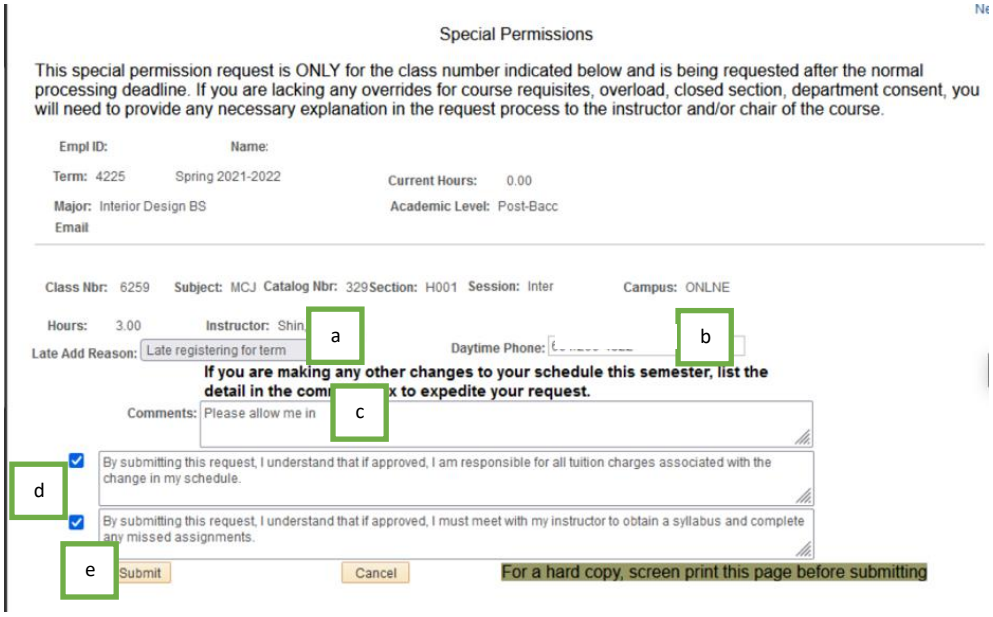
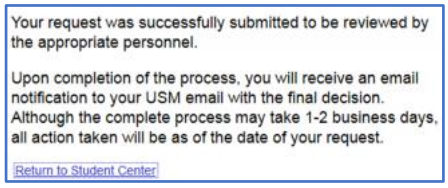
7.	a. Provide the reason for your late add. b. Provide a daytime phone number in case of clarifications or questions. c. Provide a comment to the instructor. d. Click the boxes if they meet your approval. e. Click the "Submit" button. 
8.	Once submitted, you will receive a verification of submission message with pertinent info. Also, an email is sent only to the instructor of the course. Monitor your student email for requested information and updates. 
9.	Don't assume that a 'special request' will be automatically granted. Questions regarding the request should be directed to the instructor of the course.

Add after Deadline