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)

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		Term: 4141	Fall 2013-2014	Gurrent Hours:	13.00	
		Major: Pre-Nursi	ina BSN	Academic Level:	Sophomore	
				Hours: 3.00	Instructor: Regan.Jennifer	
:				Late Drop Reason	· · · · · · · ·	Daytim
, pleas	, please list the detail in the				comment box to expedit	pping additional te vour request.
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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.

, in order for the request to be submitted. The request is NOT official until the student has dicked .

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 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)

Instructors should make appropriate comments that become reasoning behind decision.

Once the Instructor dicks 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.

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4141 Fall 2013-2	014		Hours: 15.000			
Undeclared Major		Academic	Level: Freshman	_		
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Class Nbr	Subject Area	Catalog Nbr	Class Section			
1013	GS	100	H001			
1203	PSY	110	H003			
3341	MUS	165	H001			
4456	ENG	101	H033			
6436	MAT	99	H010			
9223	UNV	101	H017			
Reason 3	for Litopping Lake Iudent-Comments	Other Feeling overwhelmed		l agt nei Phe	ана: 2017/64	4-444
In	structor Decision:	Yes	▼ Late	e Drop Grade: WP	•	.11
Inst	ructor Comments:	Comments are not requ	ired unless Department requires it.			
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Instructor F		a Thomas			0.11	
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Department R	eviewer:					
Student requested:	08/27/13 9:37:47	7AM Instr	ructor 08/27/13 9:41:21AM		_	
Cubmit		Appro	oved:			
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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. r 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.



. 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.

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