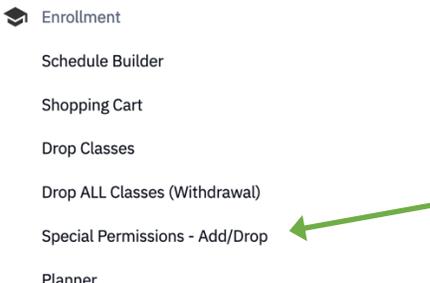
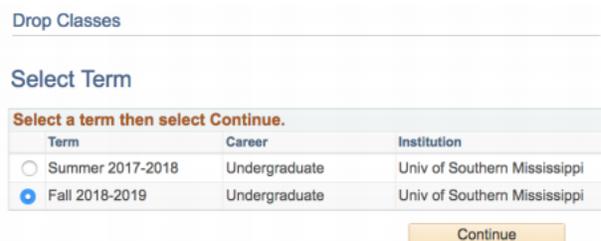
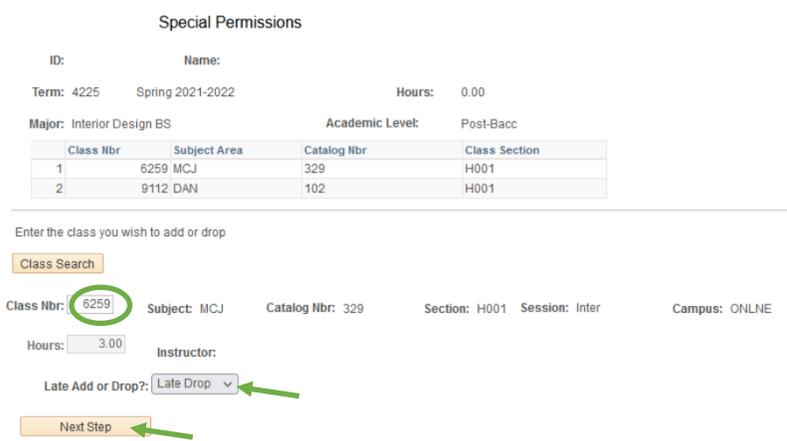


1.	<p>Within SOAR, navigate to the Enrollment menu.</p>  Enrollment
2.	<p>Click the Special Permissions – Add/Drop option.</p> 
3.	<p>If applicable, select the appropriate term and click Continue.</p> 
4.	<p>Enter the class number for which you'd like to drop.</p>
5.	<p>Select Late Drop.</p>
6.	<p>Click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

<p>7.</p>	<p>a. Provide the reason for your late drop.</p> <p>b. Provide a daytime phone number in case of clarifications or questions.</p> <p>c. Provide a comment to the instructor.</p> <p>d. Click the boxes if they meet your approval.</p> <p>e. Click the "Submit" button.</p> <div data-bbox="418 640 1380 1218" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Special Permissions</p> <p>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.</p> <p>Empl ID: _____ Name: _____</p> <p>Term: 4225 Spring 2021-2022 Current Hours: 0.00</p> <p>Major: Interior Design BS Academic Level: Post-Bacc</p> <p>Email: _____</p> <hr/> <p>Class Nbr: 6259 Subject: MCJ Catalog Nbr: 329 Section: H001 Session: Inter Campus: ONLINE</p> <p>Hours: 3.00 Instructor: S wa</p> <p>Late Drop Reason: <input type="checkbox"/> Not needed for degree <input checked="" type="checkbox"/> a</p> <p>Daytime Phone: _____ b</p> <p>If you are making any other changes to your schedule this semester, list the detail in the comments box to expedite your request.</p> <p>Comments: I don't need this c</p> <p><input checked="" type="checkbox"/> d <input type="checkbox"/> By submitting this request, I understand that I will be responsible for all tuition and academic penalties as published in the Academic Calendar.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> By clicking this box, I understand that I will receive a grade of W on the official transcript. While the grade of W has no impact on the USM grade point average, the W is included in financial aid attempted hours.</p> <p><input checked="" type="checkbox"/> e <input type="button" value="Submit"/> <input type="button" value="Cancel"/> For a hard copy, screen print this page before submitting</p> </div>
<p>8.</p>	<p>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.</p> <div data-bbox="418 1375 852 1549" style="border: 1px solid black; padding: 5px;"> <p>Your request was successfully submitted to be reviewed by the appropriate personnel.</p> <p>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.</p> <p>Return to Student Center</p> </div>
<p>9.</p>	<p>Don't assume that a 'special request' will be automatically granted. Questions regarding the request should be directed to the instructor of the course.</p>