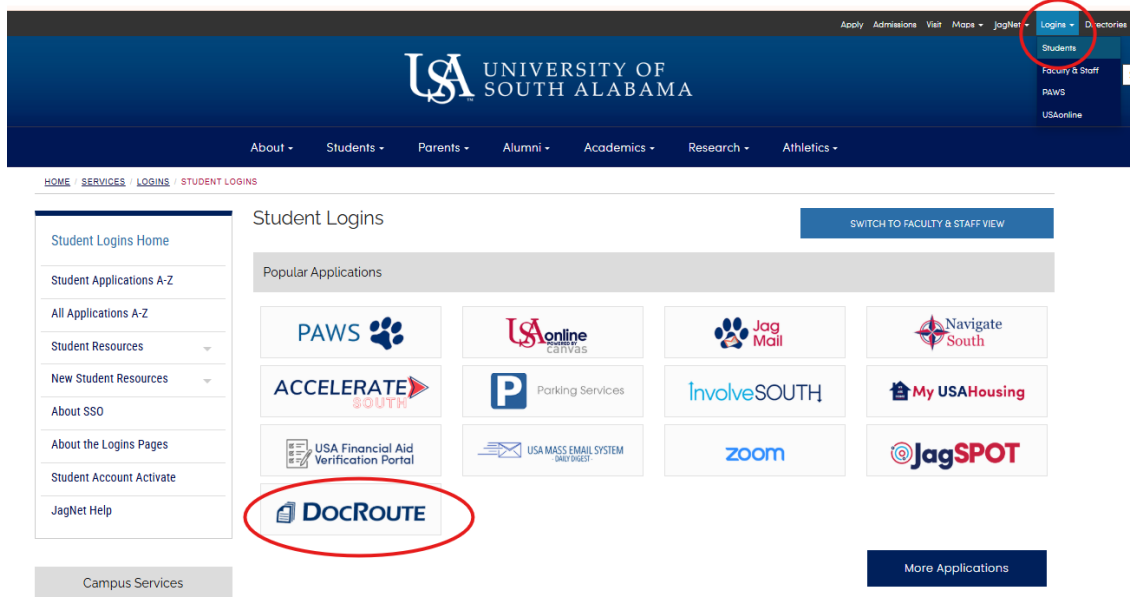


USA Schedule Change Form through DocRoute

This form, with the appropriate approvals, must be submitted to the Office of the Registrar for all adds, course swaps, or credit/audit changes made after the deadline dates. Students may also use this form when circumstances prevent dropping and adding via PAWS.

1. Students may access the Schedule Change form by signing in to DocRoute. You may access DocRoute from the Student Login page (click Logins from the top right menu of any USA webpage and then Students) and then click on the 'DocRoute' icon under Popular Applications.



2. Sign in using your Jag Number and Jagnet Password.

DocRoute

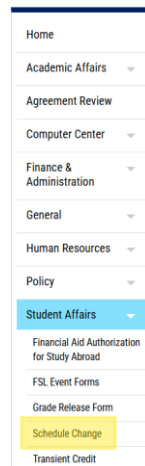
This is the USA Document Routing system. It is used for tracking and approval of many different processes. If you would like to make a new request or review an existing request please login with your JagNet credentials below.

Jag Number

Password

Login

3. Next, you will click on Academic Affairs in the left navigation menu, and then select the Schedule Change from the drop-down.



4. Click on the Add New Request button.

Schedule Change

Add New Request

Browse Requests

My relationship to the request: That I need to review (dropdown) Status: ☐ In Process ☐ Canceled ☐ Complete ☐ Denied

Search by ID/Name/jag Number (optional):

Term:

Search

5. Your jag number, name, and email will default into the form. You will need to fill in all required text boxes (marked with an *):

- a. Change reason
- i. If you select OTHER as your reason, a brief description will be required

Change Reason * Other (dropdown) Contact Phone * 234567890 Term * Fall Semester 2025 (202610) (dropdown)

Other Change Reason *

Brief description of reason for change

- b. Contact phone
- c. Term

Created By: [Name] Create Date: 9/2/2025 12:00 AM

Change Reason * [Dropdown] Contact Phone * [Text] Term * [Dropdown] Last Day to Add / Drop: /

Student

Jag Number: [Text] Name: [Text] Email: [Text] CitizenCode: Y

Courses

CRN	Course / Section	Hours	Registration Status	Instructor	Action	Last Attendance
No records to show						

Add Course

Is this a course swap? (Both courses must be taught within the same college and have equivalent number of credit hours.) * ☐ Yes ☐ No

By submitting this request, I accept financial responsibility associated with this change in my registration.

Submit

6. Once you fill in the term, your current course schedule will default into the form.

Courses							
CRN	Course / Section	Hours	Registration Status	Instructor	Action	Last Attendance	
10039	AFR101 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15604	BMD212 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15605	BMD212L / 101	1.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
18066	BMD251 / 801	4.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
12885	ST210 / 802	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit

- a. Click on the EDIT button next to the course to drop a course or change to audit. Make a selection for each course you would like to drop or change to audit. Do not make any selections for courses you wish to remain registered. A last date of attendance is required for drop requests.

Modify Existing Course

CRN

Course / Section

Hours

Instructor

Registration Status

Action *

Drop Course

Change to Audit

Save

Cancel

- b. The action will be added to your course list.

Courses							
CRN	Course / Section	Hours	Registration Status	Instructor	Action	Last Attendance	
10039	AFR101 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15604	BMD212 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15605	BMD212L / 101	1.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
18066	BMD251 / 801	4.0	Credit	Instructor Doe (idoe@southalabama.edu)	Change to Audit		Edit
12885	ST210 / 802	3.0	Credit	Instructor Doe (idoe@southalabama.edu)	Drop Course	09/02/2025	Edit
11105	EH101 / 129	3.0		Instructor Doe (idoe@southalabama.edu)	Add for Credit		Delete
13713	MA125 / 101	4.0		Instructor Doe (idoe@southalabama.edu)	Add for Audit		Delete

- c. If you make a mistake, click on the EDIT button again and change the action to NO CHANGE and SAVE.

- d. Click on the ADD button to add a course for credit or a course for audit. You will fill in the course name (ex. EH 101) and section number (ex. 129) and then click on the FIND COURSE button. The course information will default in. You will need to select an ACTION (add for credit or add for audit). Once you make your selection, click the SAVE button.

15605	BMD212L / 101	1.0
18066	BMD251 / 801	4.0
12885	ST210 / 802	3.0
Add Course		

- e. The selected course will be added to your list of classes.

CRN	Course / Section	Hours	Registration Status	Instructor	Action	Last Attendance	
10039	AFR101 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15604	BMD212 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15605	BMD212L / 101	1.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
18066	BMD251 / 801	4.0	Credit	Instructor Doe (idoe@southalabama.edu)	Change to Audit		Edit
12885	ST210 / 802	3.0	Credit	Instructor Doe (idoe@southalabama.edu)	Drop Course	09/02/2025	Edit
11105	EH101 / 129	3.0		Instructor Doe (idoe@southalabama.edu)	Add for Credit		Delete
13713	MAI25 / 101	4.0		Instructor Doe (idoe@southalabama.edu)	Add for Audit		Delete

- f. If you make a mistake, click the DELETE button to remove it.

Courses							
CRN	Course / Section	Hours	Registration Status	Instructor	Action	Last Attendance	
10039	AFR101 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15604	BMD212 / 101	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
15605	BMD212L / 101	1.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
18066	BMD251 / 801	4.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
12885	ST210 / 802	3.0	Credit	Instructor Doe (idoe@southalabama.edu)			Edit
10071	EH101 / 101	3.0		Instructor Doe (idoe@southalabama.edu)	Add for Credit		Delete

7. If this is a course swap (both classes must be taught in the same college with the same number of credit hours), you will answer Yes. If not, select no.
8. Click SUBMIT to finalize. By submitting the form, you are acknowledging your financial responsibility associated with the change in registration.

[Add Course](#)

Is this a course swap? (Both courses must be taught within the same college and have equivalent number of credit hours.) * ☐ Yes ☐ No

By submitting this request, I accept financial responsibility associated with this change in my registration.

[Submit](#)

9. The approvals needed will depend on the registration deadlines listed in the Academic Calendar. You will receive an email notice once all approvals have been obtained and your request is processed.