

## 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 use the magnifying glass at the top right corner of any USA webpage to search DocRoute or use the A-Z option from the menu. Click on D from the index and then Document Routing (DocRoute Login).

The screenshot shows the University of South Alabama website. At the top, there is a navigation bar with links: Apply, Admissions, Visit, Maps, JagNet, Login, Directories, Faculty/Staff, One Stop, Libraries, A-Z, and a magnifying glass icon. Below this is a dark blue header with the USA logo and the text "UNIVERSITY OF SOUTH ALABAMA". Underneath the header is a navigation bar with links: About, Students, Parents, Alumni, Academics, Research, and Athletics. The main content area is titled "A-Z Index" and features a grid of letters A through Z. The letter "D" is circled in red. Below the grid is a search bar. To the right of the grid is a "Tags" section with a "Show All" link and a list of categories: Academics, Admissions, Alumni, Arts, Athletics, Attorney, Centers, Employment, Faculty, International, Libraries, Media, Organizations, Parents, Parents Student Services, Programs, and Research. Below the search bar is a table with two columns: "Title/Link" and "Phone Number". The table lists various university services and their contact information. The link "Document Routing (DocRoute Login)" is circled in red.

Title/Link	Phone Number
Dance Team	
Dauphin Island Sea Lab	(251) 861-2141
Dean of Students Office	(251) 460-6172
Deans Directory of	
Degree Verifications	(703) 742-4200
Departments	
Development	(251) 460-7032
Dining Services	(251) 460-6296
Directions and Maps	(251) 460-6211
Directions to USA Main Campus	(251) 460-6211
Directories	
Disability Services	(251) 460-7212
Distance Learning Campus - USOnline	(251) 461-1888
Document Routing (DocRoute Login)	
Dramatic Arts, Department of (See Theatre & Dance)	(251) 460-6305
DUO Two-Factor Authentication	
Due South	

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

The screenshot shows the DocRoute login form. It has a title "DocRoute" and a description: "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." Below the description are two input fields: "Jag Number" and "Password". The "Jag Number" field contains the text "100". The "Password" field contains a series of dots. Below the input fields is a "Login" button.

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

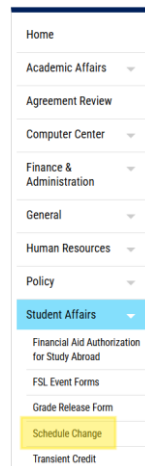
100

Password

\*\*\*\*\*

Login

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



- Click on the Add New Request button.

Schedule Change

**Add New Request**

Browse Requests

My relationship to the request  
That I need to review

Status  
☐ In Process ☐ Canceled ☐ Complete ☐ Denied

Search by ID/Name/jag Number  
(optional)

Term

Search

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

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

Change Reason \* Contact Phone \* Term \*

Other 234567890 Fall Semester 2025 (202610)

Other Change Reason \*

Brief description of reason for change

- Contact phone
- Term

Created By Create Date

9/2/2025 12:00 AM

Change Reason \* Contact Phone \* Term \* Last Day to Add / Drop

In case of questions, /

Student

jag Number Name Email CitizenCode

joc @jagmail.southalabama.edu 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.) \*

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.

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.

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
<div>Add Course</div>		

- 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.