

# Special Orders

From the Cadet Accountability System (CAS) Home Dashboard, you will click on “Special Orders” in the left-hand tool bar, then select ‘Special Orders’ from the drop-down menu below.

This will take you to the main Special Orders screen where you can search for existing special orders based on term or status OR create a new special order request.

## **TO CREATE A NEW S.O:**

Select the '(+) CREATE' button to begin creating a new special order request.

Next, you will need to select the ‘request type’ from the various activity options listed in the drop-down menu. Notice the differences on the various forms, and select the option that best fits your request type. You MUST complete all required fields, including the ‘request description’ which should contain key information such as a detailed description of the activity, logistics, and how scheduling conflicts have been pre-emptively addressed.

### **Sample Descriptions**

- A lacking description: [This is a wonderful enrichment opportunity that will expose students to local history.](#)
- A sufficient description: [Students will depart campus at 0800 hours on Monday and are expected back on campus by 1400 hours the same day. They will walk and tour the historic peninsular area. Cadet Smith has obtained written permission from his CHEM 218 instructor to miss the STEM lab that conflicts with this activity.](#)

STEM labs cannot be missed unless the cadet obtains emailed permission from his/her lab instructor to make up the lab. The cadet must then forward the emailed permission to the requestor of the special order before the event begins. The requestor should annotate in the special order description box that this has been completed.

Please do not email or have students email proof of their permission to Student Affairs or the Commandant’s Office.

All faculty/staff should be familiar with the academic calendar and mandatory events on the weekly training schedule that may conflict with requested activities (exams, holidays, formations, lunch periods, parade, PLS training, etc.) The academic calendar can be found at <https://www.citadel.edu/registrar/2023-2024-academic-calendar/> and the weekly training schedule can be found on The Commandant’s webpage by following the link here:

<https://www.citadel.edu/commandant/operations-and-training/training-schedules/Links>  
to an external site.

**Destination-Place:** Defaults to 'on-campus' option selected, where you will fill in the building/room or general location of the activity. However, if activity takes place off-campus, un-check the 'on-campus' box and provide details on the location of your activity in the text fields provided. Requestor can include specific address details in the 'request description' if necessary.

**Uniform:** For on-campus activities, the uniform should be the uniform of the day (UOD) UNLESS the activity requires a different uniform for the specific activity/event requested. If requesting uniform other than the UOD, requestor should include the desired uniform and reasons why in the 'request description.'

**NOTE:** The Seasonal uniform matrix for cadets should be used as a guide to the uniform requested for each activity. This matrix, shown below, can be found in The White Book, Chapter 7 Section 5. For off-campus activities, cadets should be in seasonal leave or dress uniform as depicted in the Seasonal Uniform Matrix UNLESS, special circumstances of the activity substantiate an alternate cadet uniform. Again, special circumstances for alternate uniform requests should be outlined in the "request description" field.

Chapter 7- Cadet Personnel and Administration

Section 5- Wear and Appearance of Cadet Uniforms and Insignia

III. Seasonal Uniform Matrix

Seasonal Term	Leave Uniform	Dress Uniform
1 July – Parents Weekend	Summer Leave	Dress Whites
Parents Weekend – January Return	Dress Salt & Pepper	Dress Salt & Pepper
January Return- Corps Day Weekend	Dress Gray	Full Dress Gray
Corps Day Weekend – July 1	Summer Leave	Dress Whites

- **Notes:** Exceptions to dress uniform requires written request delineating rationale

**Mode of travel:** If cadets are required to travel off-campus, you will need to select the appropriate mode of travel to and from the requested activity. You will select one of the options from the drop down menu provided. If activity takes place on campus, mode of travel will be "Not Applicable".

**Contact information:** If the Emergency contact person differs from the College Administrator accompanying Cadets or the Cadet in Charge (CIC), you must provide the Emergency contact's name and number in the fields provided below. Emergency contact person MUST be on-site of the requested activity.

In this case, you will also need to include the contact info for the accompanying advisor/cadet listed in the "Request Description."

**NOTE: ALL FIELDS MUST BE COMPLETED OR YOU WILL NOT BE ABLE TO CONTINUE ONTO THE NEXT STEP.**

## Adding Cadets to an S.O. request

The requestor has the option to add one cadet or multiple cadets to any special order request.

Select "ADD CADET" to enter cadet CWIDs one at a time. A text box will appear for you to enter the cadet's CWID. By clicking "OK", you have now added that cadet to the S.O. request. If entering multiple cadets to a single request, you can continue to enter the various CWIDs into the blank text field, pressing "Enter" on the keyboard after each entry.

**NOTE:** When finished, following the last CWID entry, you will click "CANCEL/RETURN" to return to the S.O. request screen.

For specific cadet groups, Select "ADD GROUP": Requestor has the option to add groups of cadets based on academic class/course (ex: MATH-106-01), particular NCAA sport, academic program/dept, as well as cadet company or type (C1-C4). The final option for adding multiple cadets to a single S.O. request is the "List of Cadet CWIDs" option, which allows you to enter a list of CWIDs, one on each line, for a mass upload of cadets who may not be grouped by any of the other group options. You do have the ability to copy/paste this list of CWIDs from another document-- as long as they are listed one on each line.

Once you click "OK", all cadets added to this S.O. request will appear in a list on the special order request form.

From this point, you have the option to continue to add cadets to the list, if needed, using either of the "ADD options". You also have the option to delete individual cadets from the group by checking the box to the left of the cadet's name and clicking "Delete all checked cadets" at the top of the list.

The 'Status' column will let you know if the Cadet is conduct deficient (CD), physically deficient (PD), academically deficient (AD), or if there is a scheduling conflict.

Note: Students with an academic deficit (AD) are not allowed to miss any academics for a special order.

Note: It is the Requestor's responsibility to view each individual cadet's class schedule if they have a conflicting Lab. This is done by clicking the magnifying glass icon on the far right of their entry. Please refer to the steps related to STEM lab conflicts.

Once all cadets have been added, you have the option to select "IN PROGRESS" to save this request and return later to edit/complete.

When the S.O. request is complete and ready for review/approval, you will click "SUBMIT". The S.O. request will then be sent through appropriate channels to complete the approval process.

**Approval Process:** Initial approval goes through the Office of Student Affairs and Academic Services, and once they approve the request, it is sent to Commandant's Dept for final approval.

- If approved, the Special Order will be published in CAS and the requestor will receive email notification of approval status.
- If disapproved, the requestor will receive an email notification of disapproval status and the reason why. The requestor will have the option to edit for resubmission, or will be required to submit a new special order request based on the feedback given by the approver.

Published SOs: Once a Special Order has been completely approved (by Student Affairs and the Commandant's Office), it is categorized as 'Published.' No changes can be made to a Published Special Order. If changes or additions are required, the requestor will need to resubmit the order OR create a new one. Such changes include adding or deleting a cadet, changing the date or time, etc. It is helpful to provide notes in the Request Description box regarding changes.

## Single Meeting – Vs – Recurring Activity

A single meeting can take place on a single day or over multiple days, but it must be a single event.

Example: (Conference Mon – Wed out of town)

Students are going to attend a conference out-of-town. They will be leaving campus at 0800 hours on 03/20 (the S.O.'s start date). They are expected to return to campus by 1400 hours on 03/22 (the SO's end date).

A recurring activity must take place on the same day and time during a single week or over multiple weeks in a given time period.

Example: (A club that meets every Mon and Wed from 1600-1800 over the course of a semester)

The Rifle Club meets every Monday and Wednesday for the semester beginning 01/25 (the S.O.'s start date) and ending 04/30 (the S.O.'s end date).

## The Importance of Dates, Days, and Times

Because the Special Order system is part of CAS, it is directly programmed and connected to cadet absences. Therefore, once a special order is approved/published, an excused absence will appear for each cadet on a special order.

For this reason, it is imperative that the dates, days, and times on a special order are entered correctly.

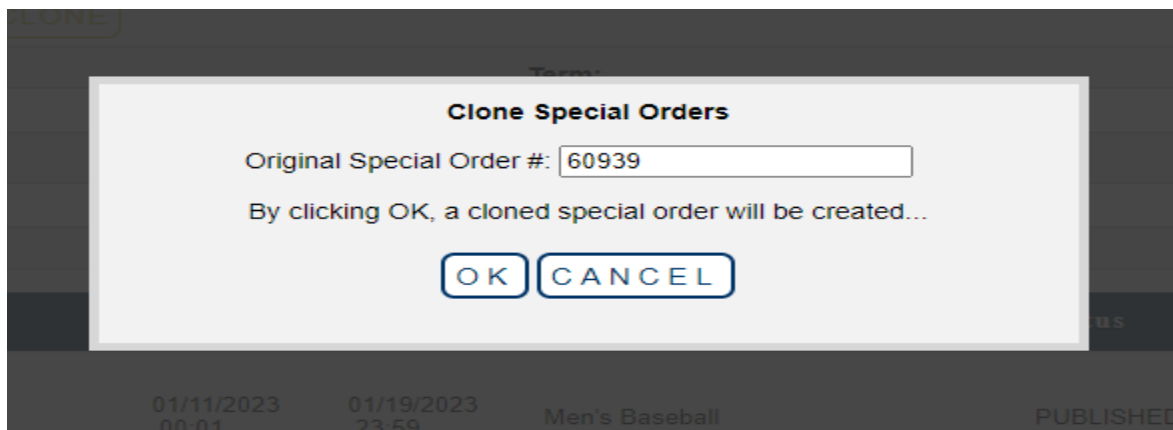
Example: (An internship for academic credit runs Mon, Wed, and Friday. The times for Mondays and Wednesdays is 0745 through 1800, but Fridays will be 0745 through 1200). Mondays and Wednesdays can go on the same special order, but a separate special order will need to be created for Fridays, because the time is different. Even though the dates (Start Date 01/25) through (End Date 04/22) are the same, the time difference means multiple S.O.s will need to be created for this one internship.

## How to Clone an Existing Special Order

Requestors can use the Clone feature to copy an existing Special Order. This time saving feature is useful when duplicating majority of the content of an existing special order, but making minor modifications to certain fields of the request (i.e: days of the week/ time of event, cadets included on the S.O., etc).

Once on the 'Special Order' home screen, select 'CLONE' icon to begin the cloning process.

**Information needed to Clone S.O.:** In order to clone an existing S.O. you will need to know either the Special Order #, or be able to search existing special orders for key words like the original Requestor's name, or Activity name (Club, sport, internship, etc).



The screenshot shows a 'Clone Special Orders' dialog box. The title is 'Clone Special Orders'. Below the title is a text input field labeled 'Original Special Order #' with the value '60939'. Below the input field is a message: 'By clicking OK, a cloned special order will be created...'. At the bottom of the dialog box are two buttons: 'OK' and 'CANCEL'. The background shows a table with columns for dates, times, and activity names, with 'Men's Baseball' and 'PUBLISHED' visible.

By clicking "OK", the special order will be created with all text fields completed with the same information included in the original S.O.

From here, the requestor can edit ANY information in any of the text fields, to include adding or removing cadets.

Once all necessary information has been updated, click 'SUBMIT' to initiate the approval process.

In closing... the following are constants:

- No student may miss a STEM lab without written permission from the lab instructor
- No student in Academic Deficit (AD) status may miss academics for an S.O.
- Final exams may not be missed for an S.O., because they cannot be rescheduled

If you have questions, please do not hesitate to contact Student Affairs at 953.5155 or the Commandant's Office at 953.0253. Thank you!