Archivum ARC Late Add Petition Instructions

Before You Get Started: Ask your instructor(s) to complete an instructor's documentation form. You need one form for each class you are requesting to late add. This is required – you will not be able to submit a petition without it!

DO YOU HAVE ANY HOLDS? All registration holds must be removed before approved late add petitions can be processed. Check for any **Holds** that could prevent registration (under *Registration Status* in your OASIS account).

LATE ADD PROCESSING DEADLINE: The processing deadline for all late add petitions is the midterm grade submission deadline for the affected term, as published on the Registrar's Office website. Any petitions processed after that deadline may not be processed by the Registrar's Office. It is imperative that you submit your petition ideally within the first 3 weeks of the affected term.

*Note: If your petition is **approved and processed**, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition might impact you before you proceed.*

Step 1 – **Log in to MyUSF**, access Archivum, and enter the Student Portal. Under "My Actions," select "Submit ARC Petition" (scroll down):
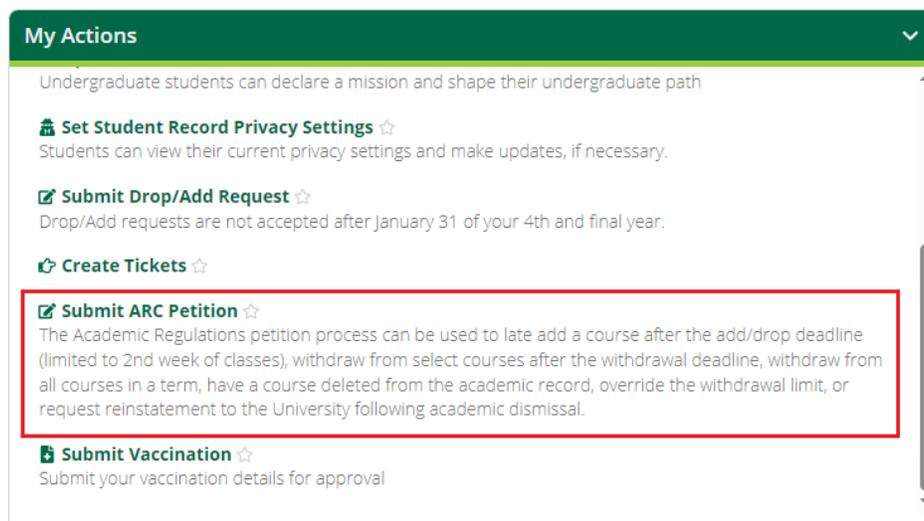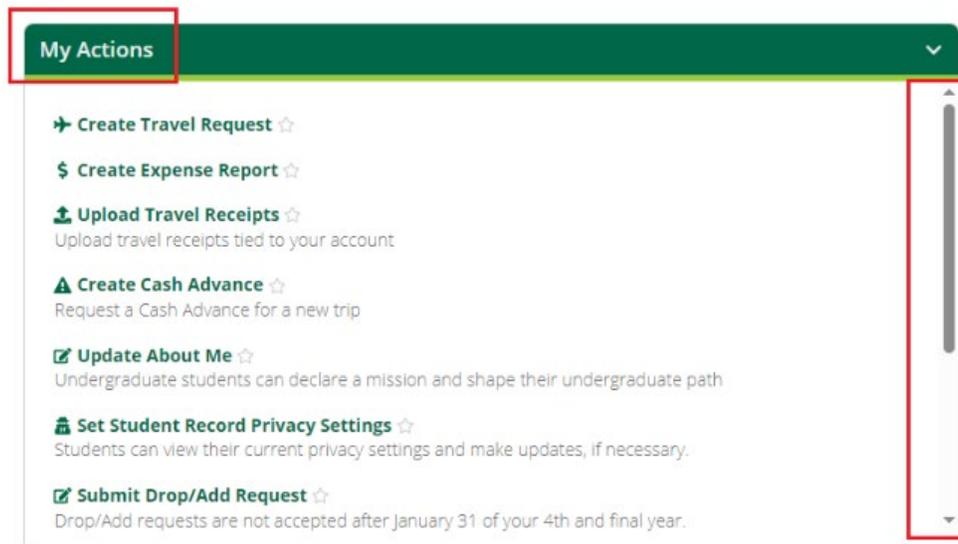
Step 2 – **Choose "Late Add" as the petition type** and choose the current term. Select "Fill Out ARC Petition" to proceed. *Important* - once you pass this step, you cannot go back and change the term!

Select ARC Petition Form

Please select an ARC Petition Form to proceed.

+ **Late Add** Request for an exception to add courses after the drop/add deadline	**✕** **Late Withdrawal** Request for an exception to withdraw from courses after the withdrawal deadline	**⚡** **Withdrawal Limit Exception** Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline	**🔗** **Reinstatement** Request to be reinstated back into the University of South Florida

Next, select a term.

Spring 2024 ▼

Select the term for this ARC Petition. A single ARC Petition can only cover one term.

CANCEL   **FILL OUT ARC PETITION**

Are you sure you are ready to fill out this Late Add ARC Petition? If you proceed, you will not be able to change the form and term selections.

NO   YES

Step 3 – Add your phone number in the Student Information section (this is required – and do not forget to include the country code!). You can also choose to enter your preferred name.

Student Information   ⌄

Name	▮▮▮▮▮	Term of Entry	Spring 2021	Current Attributes ❓
Preferred First Name		Catalog Year	Fall 2022	
UNumber	▮▮▮	Academic Standing	Good Academic Standing	
Email	▮▮▮▮	Campus	Tampa	
		🎓 College of Arts & Sciences - Bachelor of Arts		

Enter Contact Information ✱

📞 ---Select a Value--- ▼ — Area Code (e.g., 813) — Number (e.g., 5556666)

Step 4 – **Search for courses to add**: Use the filters to search for courses using the subject and course number, a course registration number (CRN), or the title. Select the course(s) you are requesting to late add so that they are highlighted.

- If you search for a course, and it does not appear: 1) check your spelling, 2) make sure you are not already registered for it, AND 3) confirm that it is being offered.

- You can add more than one course. Select the first course, then clear the filters to search for the next course.

Search for Courses to Add

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

Subject and Course Number | **CRN** | **Course Title**
MUH ✕   3016 ✕ | Ex:12345 | Search

Clear Filters

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
81271	MUH 3016	701	Survey Of Jazz	Off-campus - Tampa	Ashby Wilkins	All Online 100 Percent	3

Selected Course(s) to Add

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours	
81271	MUH 3016	701	Survey Of Jazz	Off-campus - Tampa	Ashby Wilkins	All Online	3	✕

Total Credit Hours After Course Add(s): 16

- If your course is **variable credit**, do not forget to enter how many credits you are requesting:

Search for Courses to Add

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

Subject and Course Number | **CRN** | **Course Title**
SOW ✕   4930 ✕ | Ex:12345 | Search

Clear Filters

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
81361	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	1
82610	SOW 4930	902	Intro Child Wel/Child Maltrtmt	Tampa	-	-	1
84717	SOW 4930	1	Child Maltreatment	Tampa	Christopher Groeber	Classroom 1-49 Percent	1
84718	SOW 4930	2	Case Management	Tampa	-	-	1
86166	SOW 4930	3	Case Management	Tampa	-	-	1
89174	SOW 4930	100	Data Management	Tampa	-	-	1
89175	SOW 4930	101	Data Management	Tampa	-	-	1
89176	SOW 4930	200	SOK Prac:Ment Hlth & Hlth Care	Tampa	-	-	1
89177	SOW 4930	201	SOK Prac:Ment Hlth & Hlth Care	Tampa	-	-	1

9 items

Enter Credit Hours

The following selected course(s) contain(s) variable credit hours. Please manually enter appropriate credit hours.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
81361	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	2

Step 5 – Confirm that the courses you want to add are displayed correctly under the "Selected Courses to Add" box.

Step 6 – **Answer all the narrative questions.** You will be unable to submit a petition until **all** questions have been answered. Your responses are used by the committee to decide whether to approve or deny your petition. It is recommended that you type your answers to the following questions in a separate document before beginning the Archivum petition process so that you can be more thoughtful in your responses. You can then copy/paste from the document into the appropriate Archivum field.

1. What obstacle(s) prevented you from registering for this class by the registration deadline?
2. Is this course: a) degree applicable, b) necessary for your timely progression towards graduation, or c) both? Include specific requirement(s) that the course will satisfy towards completing your degree.
3. Because petitions can take more than a week to be considered by the committee, what plan of action did you and the faculty member(s) discuss to ensure that you can keep up with the course(s) while waiting to be officially registered (if approved). If you are submitting this petition after the 2nd week of class, then you should include evidence of your ability to succeed in the course if the petition is approved.
4. Knowing this petition may be denied or, if approved, a future similar petition would be denied, how do you plan to overcome your obstacle(s) so that you can register for the correct course(s) by the deadline in the future?

Step 7 – **Upload the completed and signed Instructor Documentation form(s)**. You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be sent back or denied.

Step 8 – Select "Ready To Submit," then read and confirm all the petition acknowledgement statements. Select "Submit ARC Petition" again to complete the process.

Acknowledge	⌄
☑ I am aware that it is recommended that I meet with an academic advisor regarding this petition and discuss options available to me.	
☑ I have consulted with Financial Aid as needed regarding consequences of petitioning on current and future financial aid and tuition liability.	
☑ I am aware of the impact petitioning has on my excess credit hour surcharge liability.	
☑ I have obtained necessary Instructor Statement forms.	
☑ I have provided all supporting documentation.	
You must acknowledge the statements above in order to submit this ARC petition	

CANCEL   BACK   SAVE FOR LATER   **SUBMIT ARC PETITION**

Your petition decision will be communicated to your USF email after a decision has been made (and processed, if approved). You can check on the status of your petition decision any time in Archivum within your Student Record (Click on the "Submitted Forms" button at the top-right of this screen). If you have any questions about your ARC petition, then you can contact either your assigned rep or cas-gusasst@usf.edu for assistance.

ARCHIVUM

⌂ Home	⊞ Student Summary	≔ Personal Profile	🗋 **Submitted Forms**

| ⚡ My Tasks |
| 🗓 Appointment Scheduling |
| 🎓 Graduation Activities |
| 📄 MSPE Report |
| 👤 **Student Record** |
| ⌂ Student Success Dashboard |

ARC Petitions

Date of Submission	Status	ARC Petition Type	Petition Term	
3/5/2024 2:44 PM EST	Submitted	Reinstatement	Spring 2025	VIEW INFO
3/5/2024 2:38 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	VIEW INFO
3/5/2024 2:34 PM EST	Submitted	Late Withdrawal	Fall 2021	VIEW INFO
3/5/2024 2:26 PM EST	Submitted	Late Add	Fall 2021	VIEW INFO

When should a Late Add or Late Add & Drop petition be submitted?

The sooner the better! Petitions cannot be received or considered prior to the end of the Drop/Add deadline for the term in question (first 5 academic days of classes). Petitions submitted within the first 5 academic days *after* Drop/Add week are more likely to be approved than petitions submitted later.

Late add petitions should only be pursued within the first 3 weeks of a semester (2 weeks for summer A/B; 1 week for Winter/Maymester sessions), after which the petition must include: (a) advisor support (letter or email) explaining both the degree applicability of and the reasons for late adding the course(s) from an advising perspective, and (b) evidence of the student's ability to be successful from the instructor (e.g., an email from the instructor allowing make-up work, etc.).

The processing deadline for all late add petitions is the midterm grade submission deadline for the affected term, as published on the Registrar's Office website. Any petitions processed after that deadline may not be processed by the Registrar's Office.

What circumstances are appropriate for a Late Add or a Late Add & Drop petition to be approved?

The ARC process is not intended to take the place of the regular registration process. It is intended to assist students in unusual circumstances. Here are some examples of reasons to petition for a Late Add or a Late Add & Drop:
- Internship or Undergraduate Research paperwork delay
- Documented medical reason that prevented registration before the end of Drop/Add
- High-demand, degree applicable course that did not have seats available until after Drop/Add
- Required to change majors; received notice too late to complete course changes before the end of Drop/Add
- Documented time conflict (e.g., work) that arose *after* the drop/add deadline

If I am late adding a course, will I be charged the $100 late fee?

The $100 late fee only applies to students who are late registering for the semester.

- If you have already registered for other courses on time, and you are petitioning to late add courses **in addition** to those you already have, then you **will not** be charged the late fee.

- If you have not registered for any classes **at all**, and you are trying to late register/late add for the semester, then you **will** be charged the late fee.

For more information about the late registration fee, please consult with the Registrar's Office.