

RE-ADD PROCESS DATES & ACTIONS ARCHIVES

USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
Fall 2023 August 25	Pay your tuition and fees
Fall 2023 August 28 - September 1	Pay your tuition and fees , including \$100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)
Fall 2023 September 5 - 8	<ol style="list-style-type: none">1. Pay your tuition and fees, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)2. Complete only Re-Add Request; Part 1 & 33. Email completed form to the Student Financial Services.
Fall 2023 September 11 - 15	<ol style="list-style-type: none">1. Seek permission to Re-Add from instructor(s) using Re-Add Request.2. Pay your tuition and fees, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)3. Email each instructor-signed form to Student Financial Services the same day it's signed by your instructor. <p>Don't know how much to pay for a partial schedule? Email Student Financial Services to inquire.</p>

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TIMING	STUDENT ACTION
<p>Fall 2023 After September 15</p>	<p>Undergraduates and Undergraduate Non-Degree follow the ARC petition process.</p> <p>Graduate students and Graduate Non-Degree follow the Graduate Studies petition process.</p> <p>Pay in full within five days of approved petition, including \$100 Late Payment Fee, \$100 Late Registration Fee are assessed, and any prior term balance. Failure to take this action will result in courses being canceled with no additional opportunity to re-add in the applicable part of term.</p>

Students will be refunded for adds that cannot be accommodated due to capacity if payment was provided. See **Tuition and Fee Rates**.

Students seeking to add a course that they were not registered for by Drop/Add must follow the **ARC Petition Process** (undergraduates and non-degree) or the **Graduate Studies Petition Process** (graduates), including section swaps.