

# RE-ADD PROCESS DATES & ACTIONS ARCHIVES

## USF OFFICE OF THE REGISTRAR

| TIMING  | STUDENT ACTION  |
|---|---|
| <b>Spring 2024</b><br>By January 12           | <b>Pay your tuition and fees</b>  |
| <b>Spring 2024</b><br>January 16 - 19         | <b>Pay your tuition and fees</b> , including \$100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)   |
| <b>Spring 2024</b><br>January 22 - 26         | <ol style="list-style-type: none"><li><b>1. Pay your tuition and fees</b>, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)</li><li>Complete only <b>Re-Add Request</b>; Part 1 &amp; 3</li><li><b>Email completed form</b> to the Student Financial Services.</li></ol>   |
| <b>Spring 2024</b><br>January 29 - February 2 | <ol style="list-style-type: none"><li>Seek permission to Re-Add from instructor(s) using <b>Re-Add Request</b>.</li><li><b>Pay your tuition and fees</b>, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)</li><li><b>Email each instructor-signed form</b> to Student Financial Services the same day it's signed by your instructor.</li></ol> <p>Don't know how much to pay for a partial schedule?<br/><b>Email Student Financial Services to inquire.</b></p> |

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## USF OFFICE OF THE REGISTRAR

| TIMING   | STUDENT ACTION  |
|--|---|
| <p><b>Spring 2024</b><br/>After February 2</p> | <p>Undergraduates and Undergraduate Non-Degree follow the <b>ARC petition process</b>.</p> <p>Graduate students and Graduate Non-Degree follow the <b>Graduate Studies petition process</b>.</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.