RE-ADD PROCESS DATES & ACTIONS ARCHIVES

USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
Fall 2024 August 30	**Pay your tuition and fees**
Fall 2024 September 2 - 6	**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 2024 September 9 - 13	**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 & 3 **3. Email completed form** to the Student Financial Services.
Fall 2024 September 16 - 20	**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. Don't know how much to pay for a partial schedule? **Email Student Financial Services to inquire**.

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TIMING	STUDENT ACTION
Fall 2024 After September 20	Undergraduates and Undergraduate Non-Degree follow the **ARC petition process**. Graduate students and Graduate Non-Degree follow the **Graduate Studies petition process**. 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.

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.