

RE-ADD PROCESS DATES & ACTIONS ARCHIVES

USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
<p>Spring 2024 By January 12</p>	<p>Pay your tuition and fees</p>
<p>Spring 2024 January 16 - 19</p>	<p>Pay your tuition and fees, including \$100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)</p>
<p>Spring 2024 January 22 - 26</p>	<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 more information.) 2. Complete Re-Add Request; Part 1 & 3 3. Email completed form to Student Financial Services
<p>Spring 2024 January 29 - February 2</p>	<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 Student Financial Services to inquire

RE-ADD PROCESS DATES & ACTIONS ARCHIVES

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TIMING	STUDENT ACTION
<p>Spring 2024 After February 2</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.