

# RE-ADD PROCESS DATES & ACTIONS ARCHIVES

## USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
<p><b>Summer 2023</b> Sessions A &amp; C - by May 19 Session B - by June 30</p> <p><b>Fall 2023</b> August 25</p>	<p><b>Pay the re-add fee</b></p>
<p><b>Summer 2023</b> Sessions A &amp; C - May 22 &amp; 23 Session B - by July 3 - 5</p> <p><b>Fall 2023</b> August 28 - September 1</p>	<p><b>Pay the re-add fee</b>, including \$100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)</p>
<p><b>Summer 2023</b> Sessions A &amp; C - May 24 - 26 Session B - by July 6 &amp; 7</p> <p><b>Fall 2023</b> September 5 - 8</p>	<ol style="list-style-type: none"><li><b>Pay the re-add fee</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 Release</b>; Part 1 &amp; 3</li><li><b>Email completed forms</b> to the Student Financial Services.</li></ol>

# RE-ADD PROCESS DATES & ACTIONS ARCHIVES

## USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
<p><b>Summer 2023</b> (Not Applicable)</p> <p><b>Fall 2023</b> September 11 - 15</p>	<ol style="list-style-type: none"> <li>1. Seek permission to Re-Add from instructor(s) using <a href="#">Re-Add Request</a>.</li> <li>2. <b>Pay the Re-Add fee</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>3. <b>Email each instructor</b> the same day it's signed by your instructor.</li> </ol> <p>Don't know how much to pay for a partial schedule? <a href="#">Email Student Financial Services</a>.</p>
<p><b>Summer 2023</b> Sessions A &amp; C - after May 26 Session B - after July 7</p> <p><b>Fall 2023</b> After September 15</p>	<p>Undergraduates and Undergraduate Non-Degree follow the <a href="#">ARC Petition Process</a>.</p> <p>Graduate students and Graduate Non-Degree follow the <a href="#">Graduate Student Petition Process</a>.</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 Refund](#).

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 Student Petition Process](#) (graduates), including section swaps.