

RE-ADD PROCESS DATES & ACTIONS ARCHIVES

USF OFFICE OF THE REGISTRAR

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

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TIMING	STUDENT ACTION
<p>Summer 2023 (Not Applicable)</p> <p>Fall 2023 September 11 - 15</p>	<ol style="list-style-type: none"> 1. Seek permission to Re-Add from instructor(s) using Re-Add Request. 2. Pay the Re-Add fee, 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 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.</p>
<p>Summer 2023 Sessions A & C - after May 26 Session B - after July 7</p> <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 Student 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 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.