

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 release 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>	<p>1. Seek permission to Re-Add from instructor(s) using Re-Add Request.</p> <p>2. Pay the 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.)</p> <p>3. Email each instructor to Student Financial Services the same day it's signed by your instructor.</p> <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.</p> <p>Graduate students and Graduate Non-Degree follow the Graduate Add Petition.</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 Rate](#).

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