**ARC Late Add Personal Statement Worksheet**

U

LAST NAME FIRST NAME M.I USF ID NUMBER

**Please review and initial the following statements below:**

1

I understand that the ARC has a right to contact other University offices for purposes of consultation.  My information will only be shared for purposes related to the decision making process for the petition.

I understand that an ARC Representative may request that I meet with other offices on campus that can support and/or add relevant information for my ARC Petition.

By placing my initials in this box, I acknowledge that I am responsible for any appropriate tuition and fees (ex. Repeat Course Surcharge and Excess Credit Hour Surcharge) associated with adding this class.

I understand that an approved petition may have an impact on my eligibility to receive financial aid. Furthermore, I understand that the Committee **strongly recommends** that I consult with a financial aid advisor before submitting a petition that may affect my registration.

**We recommend that if your situation is difficult to document for ARC, but related to any of the following, you should first visit the associated USF office for assistance before submitting your petition:**

2

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| --- | --- | --- | --- |
|  | **USF Office** | **Phone** | **Location** |
| **Emotional Support** | [Counseling Center](http://www.usf.edu/student-affairs/counseling-center/) | 813-974-2831 | SVC 2124 |
| **Financial Aid** | [Office of Financial Aid](http://usfweb2.usf.edu/finaid/default.aspx) | 813-974-4700 | SVC 1102 |
| **Newly Diagnosed Disability** | [Student Disabilities Services](http://www.sds.usf.edu/) | 813-974-4309 | SVC 1133 |
| **Survivor of Crime or Abuse** | [Victim Advocacy](http://www.sa.usf.edu/ADVOCACY/page.asp?id=72) | 813-974-5756 | SVC 0067 |

***Please answer the questions below on this worksheet (it is recommended that your answers be typed)*. If you would like to include additional information beyond the scope of these questions, please feel free to do so on a separate sheet.**

**Personal Statement Quality:**   Please ensure that your personal statement worksheet answers are well written and without typos.  Not only is it important that you can effectively communicate your thoughts to the committee, your use of grammar and structure demonstrates your sincere interest and readiness to be successful at USF.  If your answers are unclear or have excessive mistakes, you will be directed to rewrite your answers, which could delay the processing of your petition. (If you need assistance writing your personal statement please make an appointment with USF’s Writing Studio <http://www.lib.usf.edu/writing/schedule-an-appointment/> )

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PLEASE ANSWER THE FOLLOWING QUESTIONS

1. What obstacle(s) prevented you from registering for this class by the registration deadline?
2. Is this course (a) degree applicable, (b) necessary for your timely progression towards graduation, or (c) both? Please explain. In your explanation, include the specific requirement(s) the course will satisfy towards completing your degree and/or the specific need to take it this semester.
3. Because petitions can take more than a week to be considered by the Committee, what plan of action did you and the faculty member(s) discuss to ensure that you can keep up with the course while waiting to be officially registered if approved? If your discussion was by email, attach copies of the email exchanges to your petition. If your discussion was during office hours, briefly summarize. **If you are submitting this petition after the 2nd week of class, you should include evidence of your ability to succeed in the course if the petition is approved.**
4. Knowing that this petition may be denied or, if approved, a similar future petition would be denied, how do you plan to overcome your obstacle(s) so that you can register for the correct courses by the deadline in the future?

*PLEASE NOTE: Appeals for denied late add petitions must be requested within 72 hours of the decision email that is sent to your USF student email account.*