

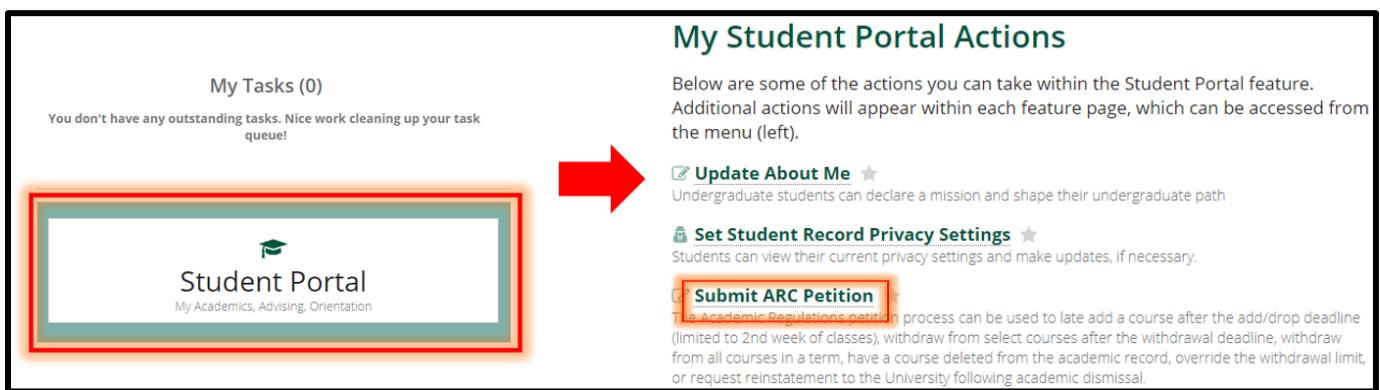
## Archivum ARC Late Add Petition Instructions

**Before You Get Started:** Ask your instructor(s) to complete an instructor’s documentation form. You need one form for each class you are requesting to late add. This is required – you will not be able to submit a petition without it!

**DO YOU HAVE ANY HOLDS?** All registration holds must be removed before approved late add petitions can be processed. Check for any [Holds](#) that could prevent registration (under *Registration Status* in your OASIS account).

**Note:** If your petition is **approved and processed**, you cannot rescind this decision. It is strongly recommended that you first consult with appropriate USF offices, such as the Office of Financial Aid, International Services, Office of Veteran Success, etc. to determine how an approved ARC petition might impact you before you proceed.

Step 1 – **Log in to MyUSF**, access Archivum, and enter the Student Portal. Under “My Student Portal Actions,” select “Submit ARC Petition.”

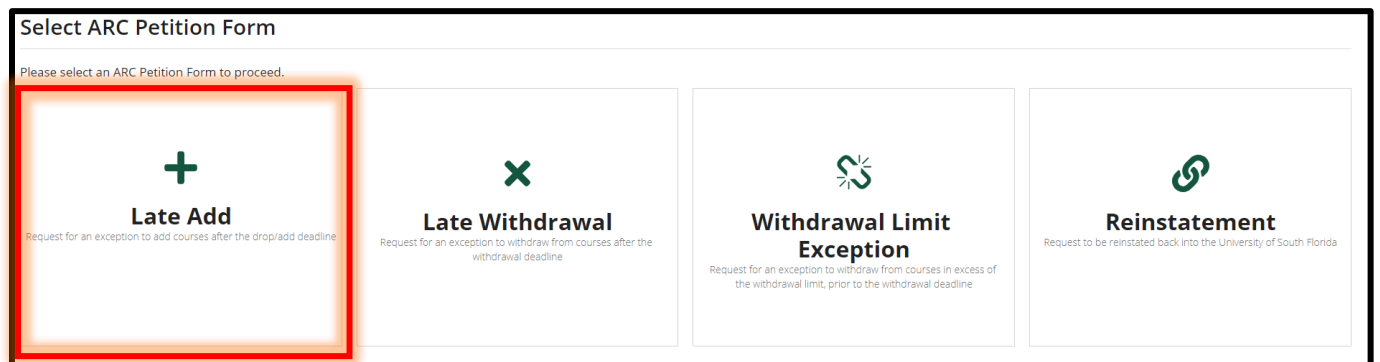


**My Tasks (0)**  
You don't have any outstanding tasks. Nice work cleaning up your task queue!

**My Student Portal Actions**  
Below are some of the actions you can take within the Student Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

- Update About Me** ★  
Undergraduate students can declare a mission and shape their undergraduate path.
- Set Student Record Privacy Settings** ★  
Students can view their current privacy settings and make updates, if necessary.
- Submit ARC Petition** ★  
The Academic Regulations petition process can be used to late add a course after the add/drop deadline (limited to 2nd week of classes), withdraw from select courses after the withdrawal deadline, withdraw from all courses in a term, have a course deleted from the academic record, override the withdrawal limit, or request reinstatement to the University following academic dismissal.

Step 2 – **Choose “Late Add” as the petition type** and choose the current term. Select “Fill Out My ARC Petition” to proceed.  
**\*Important\*** - once you pass this step, you cannot go back and change the term!



**Select ARC Petition Form**  
Please select an ARC Petition Form to proceed.

- Late Add**  
Request for an exception to add courses after the drop/add deadline
- Late Withdrawal**  
Request for an exception to withdraw from courses after the withdrawal deadline
- Withdrawal Limit Exception**  
Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline
- Reinstatement**  
Request to be reinstated back into the University of South Florida

Step 3 – Add your phone number in the Student Information section (this is required – and do not forget to include the country code!). You can also choose to enter your preferred name.

**Step 4 – Search for courses to add:** Use the filters to search for courses using the subject and course number, a course registration number (CRN), or the title. Select the course(s) you are requesting to late add so that they are highlighted.

- If you search for a course, and it does not appear: 1) check your spelling, 2) make sure you are not already registered for it, AND 3) confirm that it is being offered.
- You can add more than one course. Select the first course, then clear the filters to search for the next course.
- If your course is variable credit, do not forget to enter how many credits you are requesting.

**Search for Courses to Add**

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

**Subject and Course Number**      **CRN**      **Course Title**

SOW x      4930 x      Ex:12345      Search

[Clear Filters](#)

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
11092	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	1
11795	SOW 4930	902	IntroChild Welf-Child Maltrtm	Tampa	-	-	1
13910	SOW 4930	001	Child Maltreatment	Tampa	-	Classroom 1-49 Percent	1
13911	SOW 4930	002	Case Management	Tampa	-	-	1

**Enter Credit Hours**  
The following selected course(s) contain(s) variable credit hours. Please manually enter appropriate credit hours.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
11092	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	3

**Step 5 – Confirm that the courses you want to add are displayed correctly under the “Selected Courses to Add” box.**

**Step 6 – Answer all the narrative questions.** You will be unable to submit a petition until **all** questions have been answered. Your responses are used by the committee to decide whether to approve or deny your petition. It is recommended that you type your answers to the following questions in a separate document before beginning the Archivum petition process so that you can be more thoughtful in your responses. You can then copy/paste from the document into the appropriate Archivum field.

- What obstacle(s) prevented you from registering for this class by the registration deadline?
- Is this course: a) degree applicable, b) necessary for your timely progression towards graduation, or c) both? Include specific requirement(s) that the course will satisfy towards completing your degree.
- 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(s) while waiting to be officially registered (if approved). If you are submitting this petition after the 2nd week of class, then you should include evidence of your ability to succeed in the course if the petition is approved.
- Knowing this petition may be denied or, if approved, a future similar petition would be denied, how do you plan to overcome your obstacle(s) so that you can register for the correct course(s) by the deadline in the future?

**Step 7 – Upload the completed and signed Instructor Documentation form(s).** You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be sent back or denied.

**Step 8 – Select “Ready To Submit,”** then read and confirm all the petition acknowledgement statements. Select “Submit” again to complete the process.

Your petition decision will be communicated to your USF email after a decision has been made (and processed, if approved). You can check on the status of your petition decision any time in Archivum within your Student Record. If you have any questions about your ARC petition, then you can contact either your assigned rep or [cas-gusasst@usf.edu](mailto:cas-gusasst@usf.edu) for assistance.

Home / Student Portal / Student Record

My Actions & Tasks

Student Record

myBullsPath

Appointment Scheduling

Student Summary

Personal Profile

Submitted Forms

ARC Petitions

Date of Submission	Status	ARC Petition Type	Petition Term	
2/3/2022 2:53 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	<a href="#">VIEW INFO</a>
1/24/2022 9:45 AM EST	Admissions Review	Reinstatement	Fall 2022	<a href="#">VIEW INFO</a>
1/24/2022 9:30 AM EST	Financial Aid Review	Withdrawal Limit Exception	Fall 2021	<a href="#">VIEW INFO</a>
1/24/2022 9:28 AM EST	Financial Aid Review	Late Withdrawal	Fall 2021	<a href="#">VIEW INFO</a>
1/24/2022 9:27 AM EST	Registrar Review	Late Add	Fall 2021	<a href="#">VIEW INFO</a>

### Frequently Asked Questions

#### When should a Late Add or Late Add & Drop petition be submitted?

The sooner the better! Petitions cannot be received or considered prior to the end of the Drop/Add deadline for the term in question (first 5 academic days of classes). Petitions submitted within the first 5 academic days *after* Drop/Add week are more likely to be approved than petitions submitted later.

Late add petitions should only be pursued within the first 3 weeks of a semester (2 weeks for summer A/B; 1 week for Winter/Maymester sessions), after which the petition must include: (a) advisor support (letter or email) explaining both the degree applicability of and the reasons for late adding the course(s) from an advising perspective, and (b) evidence of the student's ability to be successful from the instructor (e.g., an email from the instructor allowing make-up work, etc.).

#### What circumstances are appropriate for a Late Add or a Late Add & Drop petition to be approved?

The ARC process is not intended to take the place of the regular registration process. It is intended to assist students in unusual circumstances. Here are some examples of reasons to petition for a Late Add or a Late Add & Drop:

- Internship or Undergraduate Research paperwork delay
- Documented medical reason that prevented registration before the end of Drop/Add
- High-demand, degree applicable course that did not have seats available until after Drop/Add
- Required to change majors; received notice too late to complete course changes before the end of Drop/Add
- Documented time conflict (e.g., work) that arose *after* the drop/add deadline

#### If I am late adding a course, will I be charged the \$100 late fee?

The \$100 late fee only applies to students who are late registering for the semester.

- If you have already registered for other courses on time, and you are petitioning to late add courses **in addition** to those you already have, then you **will not** be charged the late fee.
- If you have not registered for any classes **at all**, and you are trying to late register/late add for the semester, then you **will** be charged the late fee.

For more information about the late registration fee, please consult with the [Registrar's Office](#).