

### 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 semester in question (first 5 business days of classes). Petitions submitted within the first 5 business 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.).

**Note:** Departmental stamps are only valid for 2 business days (i.e. you must submit the petition as soon as you have acquired the stamp to avoid any delays)

### 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 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 petition 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](#).

### What constitutes a complete ARC petition?

- 1) [ARC Petition Form](#) (make sure that it has department stamps for each class that you are trying to late add)
- 2) [ARC Instructor Documentation Form](#) (one for each course)
- 3) CAS ARC Late Add Personal Statement Worksheet or CAS ARC Late Add & Drop Personal Statement Worksheet (depending on the action requested) with each question answered completely
  - If you are requesting to late add and late drop courses concurrently within the same semester, then you must complete the CAS ARC Late Add & Drop Personal Statement Worksheet.
- 4) Documentation of relevant extenuating circumstances
  - If needed and relevant, submit an [ARC Medical Documentation Form](#)

**Who can I contact for more information about my ARC petition or the ARC process?**

Students who have questions or concerns about the ARC process can email the Committee at [casarc@usf.edu](mailto:casarc@usf.edu). Students may also elect to schedule an appointment to meet with a CAS ARC Rep. in Archivum. The College of Arts & Sciences often will hold walk-in availability for students with complete petitions in BEH at the end of the 2<sup>nd</sup> week of the semester (contact the ARC for more information about this availability)