

(1) Verify that a seat is available in the course(s) you are attempting to late add:

- Check Schedule Planner to verify that the course is currently open. Please note that an open seat in Schedule Planner does not guarantee that an available seat exists in the class. Check with the departmental advisor to verify.

(2) Verify that you are ELIGIBLE for the course(s) you are attempting to late add:

- Ensure that you meet any prerequisites for the course being offered. If you do not meet the prerequisite to register, then you are ineligible to Late Add into the course.
- If you normally need a "permit" to register for the course, then you must receive the permit *before* submitting the ARC Petition (including closed classes).
- The ARC will not approve students to register for courses in which you have time conflicts, unless you already have a time conflict permit on file.
- If your Late Add will put you at an overload of hours, then you will already need to have received approval for an overload request.
- The ARC will typically not approve any course that is not degree applicable. Check with your major advisor to ensure that the class counts toward your degree.
- If you intend to Late Add into a section of Undergraduate Research, Independent Study, or Internship: **BEFORE** you submit the ARC paperwork, you must complete the departmental paperwork/contract and have a course section assigned to you. For more information, see the specific department offering the credit for experience.

(3) Print and complete necessary forms:

- ✓ You will need the following forms:
 - [ARC Petition Form](#)
 - [ARC Instructor's Documentation Form](#)
 - CAS ARC Late Add Personal Statement Worksheet or CAS ARC Add & Drop Personal Statement Worksheet (depending on the requested action)*
- ✓ You can include multiple courses on the same ARC Petition, but you must have separate Instructor's Documentation Forms for each course listed on the petition form.
- ✓ You can complete your information on the downloaded PDF forms prior to printing. Be sure to fill out all of the information pertaining to you and the course(s) that you wish to late add. Be sure to read all of the forms carefully, and initial and sign in all of the necessary locations.
- ✓ You must answer each question completely on the personal statement worksheet for the petition to be considered complete. Incomplete petitions will not be considered.
- ✓ Do not forget to *collect documentation* that supports your Personal Statement Worksheet!
 - After the 3rd week of the semester (2nd week for summer A/B; 1st week for Winter/Maymester sessions), 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.)
- * 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) Have your instructor(s) complete their portion of the Instructor’s Documentation Form

- ✓ Complete the student portions of the form(s), and bring it/them to each instructor of record for the course(s) you wish to late add. If you are attempting to late add a lab, then you will need the lab coordinator (not the TA) to sign the form. If you are unsure who the lab coordinator is for that specific lab, the TA should be able to refer you to the lab coordinator.
- ✓ When meeting with the instructor, be sure that you are prepared for the course. If you have not received one already, ask for a syllabus. Since you are not registered for the course, ask to be added into the course Canvas site so that you can be an active participant in the course. Make sure that you have not missed any vital quizzes, exams, or labs that will hurt your final grade. If you have missed any coursework, ask the instructor if it is possible to make it up (email is best).
- ✓ **Please note:** Instructors do not always know whether there are available seats in their courses. Most instructors will also not know whether you are eligible to take the course. The ARC Instructor’s Documentation Form does not guarantee your ability to Late Add.

(5) Receive approval from the Department by getting a Departmental Stamp for each course listed on the petition that you intend to late add (this should be your last stop before submitting the petition to the College):

- ✓ Bring the signed Late Add Instructor’s Documentation Form and completed ARC petition to the office of the department that offers the course. You do not need to obtain a department stamp for any course you intend to late drop.
- **Stamps are not automatic.** The office will check that you are eligible for the course and that a seat is available in the course before issuing a stamp.
- **Stamps are only good for 2 business days.** If you wait to submit the petition after getting the stamp, then your petition will likely be delayed.

(6) Submit full petition to your College ARC Representative:

- ✓ For students majoring in the College of Arts and Sciences (Tampa), you may submit your petition either in person to BEH 201 or SCA 203, or by fax to 813-974-4075.
 - If you are not a student in the College of Arts and Sciences (Tampa), and you do not know who your ARC Rep is, then consult with your major academic advisor. Please contact your College ARC Rep for instructions on how to submit your petition.
- ✓ Do not forget to include any documentation that supports your Personal Statement Worksheet!
- The front desk staff will date stamp and scan your petition before returning the original to you. Keep the original for your records!
- Make sure that you maintain attendance and participation while you await a decision!

(7) Verify the petition status:

- You will receive an email from a CAS ARC Representative informing you of the decision or requesting additional information for processing within 3-5 business days, if you have submitted it within the first 5 business days after Drop/Add. Afterwards, late add and late add & drop petitions can take between 5-10 business days to consider.

- If an ARC Rep contacts you for additional information, you should respond promptly with the necessary information. Delays in your response will add additional delay to the processing for your petition and may affect the final decision. Monitor your USF email carefully for any emails from the ARC Rep.

(8) Receive your decision via email:

- **If your petition is approved:** ARC petitions take time, so please give the petition at least 10 business days to process. If the course is **not** reflected on your account within 10 business days, then please send a follow-up email to your ARC Rep (casarc@usf.edu).
- **If your petition is denied:** You may request to appeal the decision by calling 813-974-6957, and an appeals meeting will be set up for you. For late adds, you must request an appeal within 3 business days of receiving the decision email.