| **Timing** | **Student Action** |
| --- | --- |
| Summer 2020 Session B By July 6 | [**Pay your tuition and fees**](http://my.usf.edu/) |
| Summer 2020 Session B July 7 & 8 | [**Pay your tuition and fees**](http://my.usf.edu/), including $100 Late Payment Fee and any prior term balance. (Refer to Cashier's Office email for amount to pay.) |
| Summer 2020 Session B July 9 - 12 | **1.** [**Pay your tuition and fees**](http://my.usf.edu/), including $100 Late Payment Fee, $100 Late Registration Fee, and any prior term balance. (Refer to Cashier's Office email for amount to pay.)  **2.** Complete only [**Re-Add Request**](https://www.usf.edu/registrar/documents/forms_2019/readd_request_2019.pdf); Part 1 & 3  **3.** [**Email completed form**](mailto:sfsReAdd@usf.edu?subject=Re-Add%20Request) to the Cashier's Office. |
| Summer 2020 Session B July 13 – 15 | 1. Seek permission to Re-Add from instructor(s) using [**Re-Add Request**](https://www.usf.edu/registrar/documents/forms_2019/readd_request_2019.pdf).  2. [**Pay your tuition and fees**](http://my.usf.edu/), including $100 Late Payment Fee, $100 Late Registration Fee, and any prior term balance. (Refer to Cashier's Office email for amount to pay.)  3. [**Email each instructor-signed form**](mailto:sfsReAdd@usf.edu?subject=) to the Cashier's Office the same day it's signed by your instructor.  Don't know how much to pay for a partial schedule? [**Email the Cashier's Office to inquire**](mailto:sfsReAdd@usf.edu?subject=). |
| Summer 2020 Session B After July 15 | Undergraduates follow the [**ARC petition process**](https://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/forms.aspx).  Graduate students follow the [**Graduate Studies petition process**](https://www.usf.edu/graduate-studies/documents/usf-graduate-studies-petition-fillable.pdf).  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 cancelled with no additional opportunity to re-add in the applicable part of term. |