

# RE-ADD PROCESS DATES & ACTIONS ARCHIVES

## USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
<b>Spring 2022</b> By January 14	<b>Pay your tuition and fees</b>
<b>Spring 2022</b> January 18 - 21	<b>Pay your tuition and fees</b> , including \$100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)
<b>Spring 2022</b> January 24 - 28	<ol style="list-style-type: none"><li><b>1. Pay your tuition and fees</b>, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)</li><li>Complete only <b>Re-Add Request</b>; Part 1 &amp; 3</li><li><b>Email completed form</b> to the Student Financial Services.</li></ol>
<b>Spring 2022</b> January 31 - February 4	<ol style="list-style-type: none"><li>Seek permission to Re-Add from instructor(s) using <b>Re-Add Request</b>.</li><li><b>Pay your tuition and fees</b>, including \$100 Late Payment Fee, \$100 Late Registration Fee, and any prior term balance. (Refer to Student Financial Services email for amount to pay.)</li><li><b>Email each instructor-signed form</b> to Student Financial Services the same day it's signed by your instructor.</li></ol> <p>Don't know how much to pay for a partial schedule? <b>Email Student Financial Services to inquire.</b></p>

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## USF OFFICE OF THE REGISTRAR

TIMING	STUDENT ACTION
<p><b>Spring 2022</b> After February 4</p>	<p>Undergraduates and Undergraduate Non-Degree follow the <b>ARC petition process</b>.</p> <p>Graduate students and Graduate Non-Degree follow the <b>Graduate Studies petition process</b>.</p> <p>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 canceled with no additional opportunity to re-add in the applicable part of term.</p>