

When should a Late Add petition be submitted?

The sooner the better! Petitions cannot be received prior to the end of the Drop/Add (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. Petitions submitted after 10 business days from the start of a semester are less likely to be approved and will require additional documentation of your ability to be successful if approved.

What circumstances are appropriate for a Late Withdrawal petition to be approved?

Late Adding a course 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:

- 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

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 should I include in my 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](#)
- 4) Documentation of 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. Students may also elect to schedule an appointment to meet with Andrew Bird, the CAS ARC Representative, by using eScheduler and selecting "College of Arts and Sciences ARC petitions – Tampa" as the area.