

## Late Add Request Instructions

The Late Add Request is used:

- to add late courses AFTER the published last day to add courses, or
- to re-enroll in all the classes that you were dropped if your classes were cancelled due to non-payment.

**A separate form is required for EACH additional course you are requesting to add late.** There are two Late Add Request Forms—one for degree seeking students and one for non-degree seeking students.

To begin, select the late add request form that pertains to you. You will be directed to provide your information (Name and Email) along with the Professor, Academic Advisor (for Undergraduate students)/ Graduate Program Director (for Graduate Students), and Dean Designee.

### Student

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

### Instructor

Name: \*

Email: \*

### Assigned Academic Advisor/ Graduate Program Director

Name: \*

Email: \*

### Dean Designee

Name: \*

Email: \*

**1. Locate your Instructor's email address:** The instructor's name and email address can be found under Class Information in your class search. Refer to 'How to Add Classes' at <https://onestop.fiu.edu/classes/register-for-classes/>

Similarly, you can locate your instructor's email address through FIU's Phonebook at <https://who.fiu.edu/>

**2. Locate your Assigned Academic Advisor:** Find your ugrd. advisor on the Panther Success Network at <https://acs.fiu.edu/online-tools/panthersuccess-network/index.html>. Next, locate their email address using FIU's Phonebook.

If your academic advisor is unavailable, you may use the academic department's general advising email in lieu of your academic advisor's email address.

College of Communication, Architecture + The Arts - <a href="mailto:carta@fiu.edu">carta@fiu.edu</a>
College of Arts, Sciences & Education - <a href="mailto:caseadvising@fiu.edu">caseadvising@fiu.edu</a>
Knight Foundation School of Computing and Information Sciences - <a href="mailto:advising@cs.fiu.edu">advising@cs.fiu.edu</a>
Nicole Wertheim College of Nursing & Health Sciences - <a href="mailto:sscnhs@fiu.edu">sscnhs@fiu.edu</a>
Robert Stempel College of Public Health & Social Work - <a href="mailto:mehernan@fiu.edu">mehernan@fiu.edu</a>
Chaplin School of Hospitality & Tourism Management - <a href="mailto:hmadvise@fiu.edu">hmadvise@fiu.edu</a>
Steven J. Green School of International & Public Affairs - <a href="mailto:sipaadvising@fiu.edu">sipaadvising@fiu.edu</a>

For graduate students, your graduate program director's information can be found at <https://gradschool.fiu.edu/graduate-program-directors/>

**3. Locate the Dean Designee:** The list of dean designees that corresponds to the course subject you are adding late is located at below the Late Add Request forms.

Once this is complete, select 'Begin Signing.' **If you provided incorrect information, you will need to initiate the late add request form again.**

On the Late Add Request form, you will need to provide:

- Your Panther ID
- The term (Semester and Year) information
- Course Information (Class Number, Course Subject, Course Number, Grading Option, and Course Credits). Note: The course subject should correspond to the Dean Designee information (Name and Email) you provided earlier.

DocuSign Envelope ID: 58D68E49-2A1C-4847-9664-FD8F3563D2E2

**FIU** OneStop LATE ADD REQUEST

Use this electronic form to add late courses AFTER the published last day to add courses. A separate form is required for EACH additional course you are requesting to add late. After all signatures (Professor, Academic Advisor, and Academic Dean/Dean Designee) are obtained, you are required to submit the completed form to [OneStop@fiu.edu](mailto:OneStop@fiu.edu) for processing. The request must be sent from your FIU student email address.

Requests can only be granted if the room capacity has not been met. A \$100 Late Registration fee will be assessed. Payment is due by the end of business day for which the late add takes place; students with an outstanding balance may be assessed a \$100 Late Payment fee the following day. Adding courses may not increase financial aid eligibility.

Student's Name: \_\_\_\_\_ Panther ID:

FIU Email Address: \_\_\_\_\_ Semester:  Year:

**Registration Information**  
If your classes were cancelled due to non-payment, you will be required to re-enroll in all the classes that were dropped. A \$100 Late Registration fee and \$100 Late Payment fee will be assessed. You must make the full payment for tuition and fees at the time of late add. Please note that Payment Plans and Short-Term Loans are no longer available. Submit all completed late add requests together to [OneStop@fiu.edu](mailto:OneStop@fiu.edu) for processing. The request must be sent from your FIU student email address.

Class #	Subject	Course Number	Grading Option	Course Credits
<input type="text" value="12345"/>	<input type="text" value="ENC"/>	<input type="text" value="1101"/>	<input type="text" value="Grade"/>	<input type="text" value="3"/>
Professor's Name	Professor's Email		Professor's Signature	

Provide your electronic signature on the last page by click on the "Sign" logo and "Finish" to complete the request. You will receive several notifications throughout this process—when you initiate the request, and after every recipient that approves of the request. If your request is denied by any of the recipients, your late add request is cancelled.

**FINISH**

**4. Final Step:** If your request is approved by obtaining all signatures, you are required to submit the completed form to [OneStop@fiu.edu](mailto:OneStop@fiu.edu) for processing. The request must be sent from your FIU student email address.

DocuSign Envelope ID: 3E511151-FB7D-4212-A57C-AEFC6E6F9CBA

**FIU** OneStop LATE ADD REQUEST

Sign below to authorize the above registration activity. This form must be sent from an official FIU email account for verification and security purposes.

By signing below, you understand and are agreeing to the Terms & Conditions on this document.

Student's signature  Date: 5/17/2021

**Request**

Use Subject Line: **Late Add**