Late Add Request Instructions

Purpose
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.

Students should request permission from their instructor(s) in advance and then alert them of the pending paperwork. The specific reason for the request must be included (e.g. dropped for nonpayment, a registration hold that prevented registration was recently cleared, etc.).

Instructions (2 parts)
1. Setup Your FIU Student DocuSign Account
Complete the following steps only once. If you have created your account previously, you can skip to Initiate Late Add Request Form on the next page.

   1. Navigate to https://docusign.fiu.edu/
   2. Click ‘FIU SIGN IN’

   ![DocuSign](https://example.com/docusign.png)
   
   FIU SIGN IN

   3. Enter your FIU student login credentials (e.g. roary001) and click ‘Log In’
   4. Select your student account (e.g. roary001@fiu.edu) and click ‘Continue’

You have successfully created your DocuSign account when you arrive at the DocuSign homepage.

Enrollment Management & Services
Version: 02/14/2022
2. Initiate Late Add Request Form

1. Navigate to ‘Registration and Student Records Forms’ on OneStop’s website, https://onestop.fiu.edu/forms-and-policies/all-forms/. There are two Late Add Request Forms—one for degree seeking students and one for non-degree seeking students. Select the late add request form that pertains to your academic program.

You will be directed to provide your information (full name and FIU student email address) along with the Instructor, Assigned Academic Advisor (for undergraduate students)/Graduate Program Director (for graduate students), and Dean Designee.

Remember to alert your professor(s) in advance to expect this request and provide the reason for making the late add request (e.g. dropped for non-payment, a registration hold that prevented registration was recently cleared, etc.).

2. Enter your information. Provide your full name and FIU student email address (e.g. Roary Panther, roary001@fiu.edu).

3. Locate your Instructor’s information. 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/ for more information.

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


Do not use their Panther Success email.

Locate their FIU email address using FIU’s Phonebook at https://who.fiu.edu/.

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 - carta@fiu.edu |
| College of Arts, Sciences & Education - caseadvising@fiu.edu |
| Knight Foundation School of Computing and Information Sciences - advising@cs.fiu.edu |
| Nicole Wertheim College of Nursing & Health Sciences - sscnhs@fiu.edu |
| Robert Stempel College of Public Health & Social Work - mehernan@fiu.edu |
| Chaplin School of Hospitality & Tourism Management - hmadvise@fiu.edu |
| Steven J. Green School of International & Public Affairs - sijaadvising@fiu.edu |
For graduate students, your Graduate Program Director’s information can be found at https://gradschool.fiu.edu/graduate-program-directors/

5. Locate the Dean Designee’s information. The list of dean designees that corresponds to the course subject you are adding late is located at below the Late Add Request forms. This document can be found under ‘Registration and Student Records Forms’ on OneStop’s website, https://onestop.fiu.edu/forms-and-policies/all-forms/. Refer to screenshot below.

- Late Add Request Instructions
- Late Add Request Form (for Degree Seeking Students)
- Late Add Request Form (for Non-Degree Seeking Students)
- List of Dean Designee to Corresponding Course Subjects

6. Click ‘Begin Signing.’ If you provided incorrect information on the previous page, you would need to initiate the late add request form again.

7. View the notification at the top and click ‘Continue’

8. Provide the following information on the late add request:
   a. Your Panther ID#
   b. The term (semester and year) information
   c. 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. If you provided incorrect information on the previous page, you would need to initiate the late add request form again.
9. Provide your initials and electronic signature on the last page by clicking on the “Initial” and “Sign” logo. Click “Finish” to complete the request.

You will receive several notifications throughout this process—when you initiate the request, and after each signer (Instructor, Assigned Academic Advisor, and Dean Designee) approves the request. If your request is denied by any of the required recipients, your late add request is cancelled. You may contact them directly for more information.

You can also check the status of your request by accessing your DocuSign Inbox. Click on the Manage tab, then click on the Inbox icon on the lefthand side. Select the DocuSign request in your inbox to view the status of your request.
The green check marks on the lefthand side informs you that the action is complete. In the screenshot below, we are pending the review from the signer in line 3. On the righthand side, the timestamp displays the time and date when the action was completed.

**Late Add Request Form**

<table>
<thead>
<tr>
<th>Recipients</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

10. If your request is approved by obtaining all signatures, you are required to submit the completed form to OneStop@fiu.edu for processing. The request must be sent from your FIU student email account.

*Use Subject Line: Late Add Request*