

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 alert their professor(s) in advance to expect this request and provide the reason for making the late add request (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

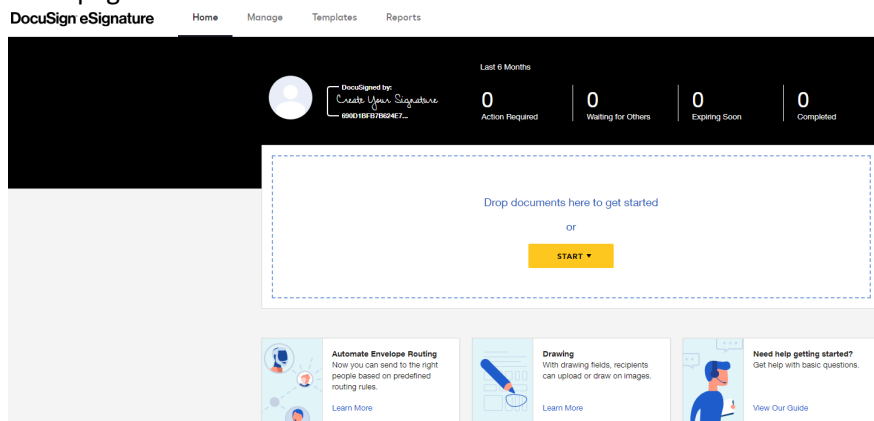
Complete the following steps only once. If you have created your account previously, you can skip to Initiate Late Add Request Form on the next page.

1. Navigate to <https://docusign.fiu.edu/>
2. Click 'FIU SIGN IN'



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.



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).

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: *

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/>

4. Locate your Assigned Academic Advisor's information. Find your undergraduate advisor's name on the Panther Success Network at <https://acs.fiu.edu/online-tools/panthersuccess-network/index.html>.

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 – sugomez@fiu.edu
Chaplin School of Hospitality & Tourism Management – hmadvise@fiu.edu
Steven J. Green School of International & Public Affairs – sipaadvising@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).

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 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 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

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.

- Provide your initials and electronic signature on the last page by clicking on the “Initial” and “Sign” logo. Click “Finish” to complete the request.

FINISH

🔍 🔍 📄 📄 🔍

be responsible for the costs of the collection efforts. Additionally, should a collection agency be engaged, I understand that I will be responsible for any fees charged by the collection agency.

b. I understand that my classes MAY be dropped for non-payment, and that I will have a limited amount of time to be reinstated into my classes, subject to any applicable fees.

- I understand that should my account become delinquent, a hold will be placed on my records which will prevent me from requesting transcripts, receiving grades, or registering for future terms until the account is settled.
- I am aware that I have six months after a semester ends to submit an appeal to drop/ withdraw from classes with proper documentation.
- I am aware that any changes made to my enrollment could impact any financial aid.
- I am aware that all official University communications will be sent to my FIU student email account. I also understand that all student-initiated communications to Enrollment Management & Services must be sent via my FIU student email account.

Sign below to authorize the above registration activity.

Initial
↓

If your request is approved by obtaining all signatures (Instructor, Academic Advisor/GPD, and Dean Designee), you are required to submit the completed form to OneStop@fiu.edu for processing. The request must be sent from your FIU student email address. Use Subject Line: Late Add Request

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

Sign
↓

Date: 2/9/2022

SIGN

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.

DocuSign eSignature
Home **Manage** Templates Reports
FIU FLORIDA INTERNATIONAL UNIVERSITY

NEW ▾

Shared Envelopes

ENVELOPES

Inbox

Sent

Drafts

Deleted

Inbox

🔍 Search Inbox and Folders

Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	Status	Last Change
<input type="checkbox"/>	<div style="background-color: #fff9c4; padding: 2px;">Late Add Request Form</div> <small>From: [REDACTED]</small>	<div style="width: 75%; background-color: #4caf50; height: 5px; margin-bottom: 2px;"></div> 2/8 done Waiting for Others	2/9/2022 05:38:08 pm

Looking for more? | [Edit your filters](#)

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 ⓘ

Envelope ID
From: [REDACTED]
Last change on 2/9/2022 | 05:38:08 pm
Sent on 2/9/2022 | 05:24:17 pm

⌚ Waiting for Others

MOVE MORE ▾

Recipients

COMPLETED

1	✓ [REDACTED]	Signed on 2/9/2022 05:38:05 pm Signed in location
2	✓ [REDACTED]	CC Copy Received
CURRENT		
3	[REDACTED]	Needs to Sign

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**