

# Late Add/Swap Request Instructions

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## 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.

The Late Swap Request is used:

- to swap current course into a different section. The new course must have the same subject and course number and be offered within the same session.

**A unique form is required for EACH additional course you are requesting to add late or swap late.**

**Students should alert their professor(s) in advance to expect this request and students should provide the reason for making the late add/swap request (e.g. dropped for nonpayment, a registration hold that prevented registration was recently cleared, etc.).**

## Instructions (2 parts)

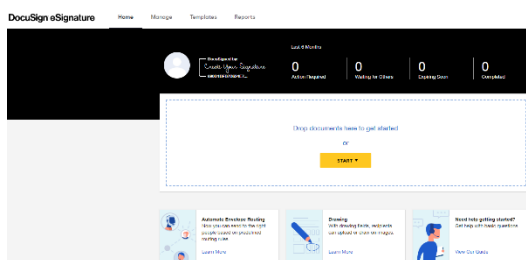
### 1. Setup Your FIU Student DocuSign Account

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/Swap Request Form

1. Navigate to 'Registration and Student Records Forms' on OneStop's website, <https://onestop.fiu.edu/forms-and-resources/>. There are two versions of each form—one for degree seeking students and one for non-degree seeking students. Select the 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 of the new course, and your Assigned Academic Advisor (for undergraduate students)/Graduate Program Director (for graduate students).

**Remember to alert your professor(s) in advance to expect this request and be sure to 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: Use @fiu.edu email**

Your Name: \*

Your Email: \*

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

**Instructor: Use @fiu.edu email**

Name: \*

Email: \*

**Assigned Academic Advisor/Graduate Program Dir.: Use @fiu.edu email; NOT @panthersuccess.fiu.edu**

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/registration/class-registration/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. **You will not be able to change/update any information once you have submitted your request. You will need to initiate a new request with the new information.**

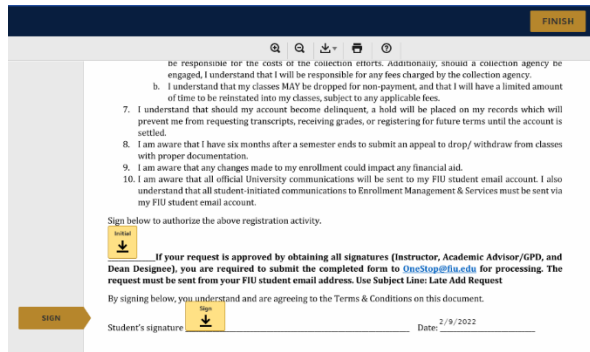
College of Communication, Architecture + The Arts – carta@fiu.edu
College of Arts, Sciences & Education – caseadvising@fiu.edu
Knight Foundation School of Computing and Information Sciences – advising@cs.fiu.edu
Nicole Wertheim College of Nursing & Health Sciences – sscnhs@fiu.edu
Robert Stempel College of Public Health & Social Work – sugomez@fiu.edu

Chaplin School of Hospitality & Tourism Management – hmadvise@fiu.edu
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Steven J. Green School of International & Public Affairs – sipaadvising@fiu.edu
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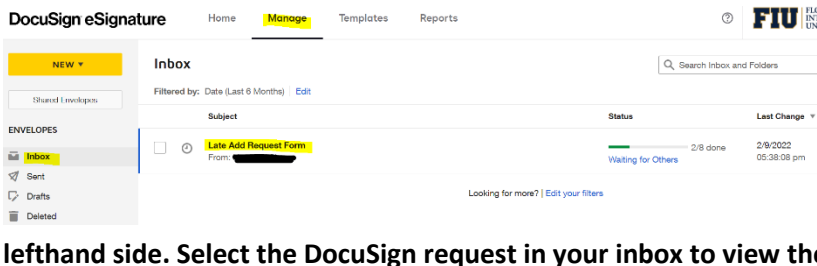
For graduate students, your Graduate Program Director's information can be found at <https://gradschool.fiu.edu/graduate-program-directors/>

5. Click 'Begin Signing.' **If you provided incorrect information on the previous page, you would need to initiate the late add request form again with the correct information.**
6. View the notification at the top and click 'Continue'
7. Provide the following information on the 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). **If you provided incorrect information on the previous page, you would need to initiate the late add request form again.**
  - d. For the late swap, you will only need to provide the class number for the new section of the same course and within the same session
  - e. In the comment section, specify the purpose of your request (ie; Closed Class Override, time conflict, reinstatement after cancellation, department consent, pre-requisite over-ride; etc.)
8. Select the Dean Designee. The list of dean designees that corresponds to the course subject you are adding late is located below the Late Add Request forms link. This document can be found under 'Registration and Student Records Forms' on OneStop's website, <https://onestop.fiu.edu/forms-and-resources/>. Refer to screenshot below for its location.
  - [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](#)
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.



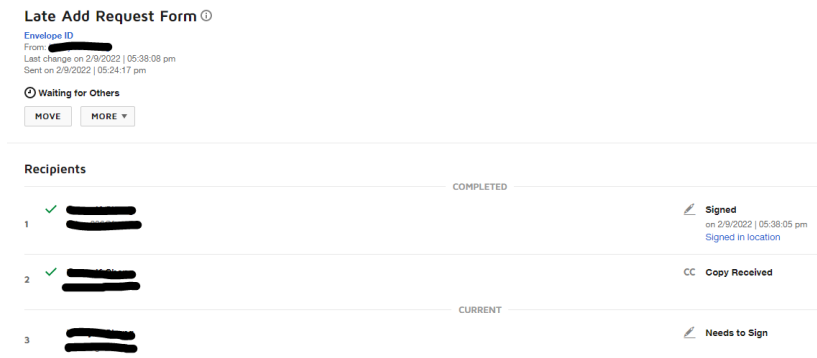
You will receive several notifications throughout this process—when you initiate the request, and after each signer (Instructor, Assigned Academic Advisor, and Dean Designee) approves the request. If your request is denied by any of the required recipients, your late add request is cancelled. You may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

10. If your request is approved by obtaining all signatures, you are then required to submit the completed form via your my.fiu.edu student portal. If you do not submit your completed form via your FIU student portal, your request will not be received no processed.

**SUBMISSION INSTRUCTIONS: After all permissions (Instructor, Academic Advisor/GPD, and Academic Dean/Dean Designee) are obtained, you are required to submit the completed form by following these steps**

- Login to your my.fiu.edu
- Click on Student Tools Tile
- Click on Document Upload
- Select: REGISTRATION/LATE ADD from dropdown menus
- Attach form
- Submit