

Archivum ARC Late Add Petition Instructions

Before You Get Started: Have your instructor fill out a documentation form. You need one form for each class you are adding late. This is required – you won't be able to submit a petition without it!

DO YOU HAVE ANY HOLDS? All registration holds must be removed before approved late add petitions can be processed. Check for any [Holds](#) that could prevent registration (under *Registration Status* in your OASIS account).

Step 1 – **Log in to MyUSF**, access Archivum and enter the Student Portal. Under “My Student Portal Actions”, select “Submit ARC Petition”.

My Student Portal Actions

Below are some of the actions you can take within the Student Portal feature. Additional actions will appear within each feature page, which can be accessed from the menu (left).

- Update About Me** ★
Undergraduate students can declare a mission and shape their undergraduate path
- Set Student Record Privacy Settings** ★
Students can view their current privacy settings and make updates, if necessary.
- Submit ARC Petition**
The Academic Regulations petition process can be used to late add a course after the add/drop deadline (limited to 2nd week of classes), withdraw from select courses after the withdrawal deadline, withdraw from all courses in a term, have a course deleted from the academic record, override the withdrawal limit, or request reinstatement to the University following academic dismissal.

Step 2 – **Choose Late Add as the petition type** and pick the current term. Select “Fill Out My ARC Petition” to proceed. ***Important*** - once you pass this step, you cannot go back and change the term!

Select ARC Petition Form

Please select an ARC Petition Form to proceed.

- Late Add**
Request for an exception to add courses after the drop/add deadline
- Late Withdrawal**
Request for an exception to withdraw from courses after the withdrawal deadline
- Withdrawal Limit Exception**
Request for an exception to withdraw from courses in excess of the withdrawal limit, prior to the withdrawal deadline
- Reinstatement**
Request to be reinstated back into the University of South Florida

Step 3 – Add your phone number in Student Information section (it's required – and don't forget the country code!). You can enter a preferred name if you like.

Step 4 – **Search for courses to add:** Use the filters to search for courses using the subject & course number, a course registration number (CRN), or the title. Select course(s) so they are highlighted to add. A couple of helpful hints:

- If you search for a course and it doesn't appear: 1) check your spelling, 2) make sure you aren't already registered for it, AND 3) confirm it is being offered.
- You can add more than one course. Select the first course and clear the filters to search for the next course.
- If your course is variable credit, don't forget to enter how many credits you are requesting.

Search for Courses to Add

Use filter fields below to add (a) course(s). Registered courses will be disabled in the grid. To proceed, you must select at least one row. Type at least two characters to prompt search suggestions.

[Clear Filters](#)

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
11092	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	1
11795	SOW 4930	902	IntroChild Welf-Child Maltrtm	Tampa	-	-	1
13910	SOW 4930	001	Child Maltreatment	Tampa	-	Classroom 1-49 Percent	1
13911	SOW 4930	002	Case Management	Tampa	-	-	1

Enter Credit Hours

The following selected course(s) contain(s) variable credit hours. Please manually enter appropriate credit hours.

CRN	Subject and Course Number	Section Number	Course Title	Campus	Instructor of Record	Method of Delivery	Credit Hours
11092	SOW 4930	901	Multidimen Iss of Child Assess	Tampa	-	-	3

Step 5 – Confirm the courses you want to add are displayed correctly under the “Selected Courses to Add” box.

Step 6 – **Answer all the narrative questions.** You will be unable to submit a petition until all questions are answered. Your responses are used by the committee to decide whether to approve or deny your petition.

- What obstacle(s) prevented you from registering for this class by the registration deadline?
- Is this course: a) degree applicable, b) necessary for your timely progression towards graduation, or c) both? Include specific requirement(s) the course will satisfy towards completing your degree.
- Because petitions can take more than a week to be considered by the committee, what plan of action did you and the faculty member(s) discuss to ensure that you can keep up with the course(s) while waiting to be officially registered (if approved). If you are submitting this petition after the 2nd week of class, you should include evidence of your ability to succeed in the course if the petition is approved.
- Knowing this petition may be denied or, if approved, a future similar petition would be denied, how do you plan to overcome your obstacle(s) so that you can register for the correct course(s) by the deadline in the future?

Step 7 – **Upload the completed and signed Instructor Documentation form.** You will be unable to submit a petition without documentation. Incomplete documentation will cause your petition to be send back or denied.

Step 8 – **Select “Ready To Submit”,** then read and confirm all the petition acknowledgement statements. Select Submit again to complete the process. You’re finished!

Your petition decision will be communicated to your USF email after a decision has been made (and if approved, processed). You can check on the status of your petition decision anytime in Archivum in your Student Record.

Home / Student Portal / Student Record

[Student Summary](#)
[Personal Profile](#)
[Submitted Forms](#)

My Actions & Tasks

[Student Record](#)
[myBullsPath](#)
[Appointment Scheduling](#)

ARC Petitions

Date of Submission	Status	ARC Petition Type	Petition Term	
2/3/2022 2:53 PM EST	Submitted	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:45 AM EST	Admissions Review	Reinstatement	Fall 2022	VIEW INFO
1/24/2022 9:30 AM EST	Financial Aid Review	Withdrawal Limit Exception	Fall 2021	VIEW INFO
1/24/2022 9:28 AM EST	Financial Aid Review	Late Withdrawal	Fall 2021	VIEW INFO
1/24/2022 9:27 AM EST	Registrar Review	Late Add	Fall 2021	VIEW INFO