TIMING	STUDENT ACTION
Spring 2024 By January 12	Pay your tuition and fees
Spring 2024 January 16 - 19	Pay your tuition and fees, including $100 Late Payment Fee and any prior term balance. (Refer to Student Financial Services email for more information.)
Spring 2024 January 22 - 26	1. Pay your tuition and fees, c d $100 La Pa F , $100 La R Sa F , a d a ba a c .(R Sd F a c a S vc a a a .) 2. C Re-Add Request; Pa 1 & 3 3. Email completed form Sd F a c a S vc .
Spring 2024 January 29 - February 2	1. Seek permission to Re-Add from instructor(s) using Re-Add Request. 2. Pay your tuition and fees, including $100 Late Payment Fee, $100 Late Registration Fee, and any prior term balance. (Refer to Student Financial r ti sgh E ail Student Financial Services to inqire

TIMING	STUDENT ACTION
Spring 2024 After February 2	Undergraduates and Undergraduate Non-Degree follow the **ARC petition process**. Graduate students and Graduate Non-Degree follow the **Graduate Studies petition process**. Pay in full within five days of approved petition, including $100 Late Payment Fee, $100 Late Registration Fee are assessed, and any prior term balance. Failure to take this action will result in courses being canceled with no additional opportunity to re-add in the applicable part of term.

Students will be refunded for adds that cannot be accommodated due to capacity if payment was provided. See **Tuition and Fee Rates**.

Students seeking to add a course that they were not registered for by Drop/Add must follow the **ARC Petition Process** (undergraduates and non-degree) or the **Graduate Studies Petition Process** (graduates), including section swaps.