



Adding and Dropping of Courses #1360.005

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
May 11, 1998	December 11, 2023	Office of the Registrar

POLICY STATEMENT

Once students have registered for a term they may add and drop courses up to the end of the add/drop period. Students are liable for all fees for courses remaining on their schedule after the end of the add/drop period. Refer to the [Academic Calendar](#) for specific dates and deadlines.

Students who initiate registration on or after the first day of the term/session will be assessed a \$100 late fee.

SCOPE

This policy applies to all students at the University.

REASON FOR POLICY

To inform students of the procedures used to add and drop courses.

DEFINITIONS

TERM	DEFINITIONS
Add/drop period	The time period in which students may drop or add courses without financial penalty or initiate registration with financial penalty (i.e., the late registration fee). Students may also drop courses or withdraw from the University with no record of enrollment and without tuition fee liability.
Academic Calendar	The official calendar of important dates and deadlines for each term/session. This includes dates and deadlines related to enrollment, grading, tuition payment, and University-observed holidays.

ROLES AND RESPONSIBILITIES

The Office of the Registrar is responsible for publishing the Academic Calendar so that students are aware of important academic-related dates and deadlines.



RELATED RESOURCES

[OneStop - Academic Calendar](#)

CONTACTS

Office of the Registrar
11200 SW 8th Street, PC 135
Miami, FL 33199

HISTORY

Initial Effective Date: May 11, 1998

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 31, 2019; November 12, 2020; December 11, 2023.



Adding or Registering After the Add/Drop Deadline #1360.005a

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PROCEDURE STATEMENT

To register or add classes after the add/drop deadline students must complete an Late Add Request Form (found on the FIU OneStop website) and obtain the required instructor's approval for each course they wish to register. Approval from the student advisor and appropriate dean/dean designee may also be required. If the course is closed, the student must also obtain a closed class override from the instructor/department. The completed form must be submitted to One Stop for processing.

Students registering for the first time on or after the first day of the term/session will be assessed a late registration fee of \$100.

Students must pay all tuition and fee balances by the payment due deadline or the classes will be cancelled for non-payment. Students are responsible for their own enrollment and for adhering to all published deadlines.



Priority Registration #1360.005b

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PROCEDURE STATEMENT

Priority registration is provided to select groups of students prior to the start of the official appointment day/time registration period as determined by University officials. First priority course registration is provided for students who are Veterans, Military personnel, and for their spouse or dependent children.

Fully admitted, degree seeking students are assigned an appointment day and time based on their classification, number of earned credit hours and currently registered credit hours. During the official registration period, these students register on their appointment day and time, or any time thereafter.

To add groups of students not currently designated as a priority for registration, a detailed justification request must be submitted to the University Registrar. . This will be reviewed by University officials based on the enrollment priorities of the institution and approved/denied accordingly.



Adding and Dropping of Courses # 1360.005c

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PROCEDURE STATEMENT

Students can add and drop courses through the online self-service portal based on enrollment dates. Refer to the [Academic Calendar](#) for specific dates and deadlines. For class overrides, class permission or an Enrollment Adjustment Form may be needed depending on the nature of the request; student should contact the academic department responsible for offering the course for assistance.

During the add/drop period, any refunds resulting from dropped courses and which a student is eligible to receive will be returned through direct deposit to the bank account provided by the student or mailed to the student's home address. Refer to the Academic Calendar for all deadlines.

Students who initiate registration on or after the first day of the term/session will be assessed a \$100 late fee.