

PROCEDURES FOR REINSTATEMENT OF CLASSES:

If your classes have been cancelled due to partial payment or non-payment of your university semester related charges, you must receive permission from your instructor, the department head/director responsible for the course, and your dean's office in order to have your schedule reinstated. Such permission will be granted only under extenuating circumstances.

To reinstate your schedule after cancellation, you must complete the following steps:

1.) Obtain Late Add Forms:

a. Undergraduate students must obtain late add forms and instructions from the Office of the Registrar. This office is located in the Holmes/Hunter Academic Building.

b. Graduate students must obtain late add forms for each class session from the graduate coordinator's office in their academic department and take the completed forms to the Graduate School, 320 E. Clayton St. Suite 400 for the Graduate Dean's signature.

You must reinstate the exact schedule that was cancelled due to non-payment of your student account balances.

2.) Obtain approvals: Request approval from your instructors, the director or department head responsible for the course, and your dean's office. These individuals or their designated representatives must complete and sign your late add forms if they approve your reinstatement.

3.) Bring all completed and signed add forms to the Registrar's Office. The Registrar's Office will add the courses in with a temporary status. Any fees/charges must be paid in full to the Bursar's Office within 3 business days. It may take up to 1 business day before all fees and charges are finalized on the Student Account. **If your late add forms were approved, you will be assessed a \$150 reinstatement fee.** Students who have Financial Aid are responsible for verifying eligible aid with OSFA and completing a deferment with Student Accounts, if needed, within the 3 business day period. If payment is not received within 3 business days, the schedule revision will be reversed. If payment is received in full within the approved time frame the courses will remain as a permanent schedule revision.