ENROLLMENT CHANGE REQUEST
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR’S OFFICE

Please see https://students.asu.edu/drop-add for important information about enrollment requests and deadlines. Adding a class after the drop/add deadline is considered a “Late Add” and requires instructor, department, and college approval. Policies and procedures for late adds vary by college/school offering the course, see https://students.asu.edu/lateregistration/all for detailed instructions. Consult the Academic Calendar at http://students.asu.edu/academic-calendar for drop/add/withdrawal deadlines.

| ASU ID NUMBER | NAME (LAST, FIRST, M.I.) | DATE |

Changing your enrollment status may affect your financial aid. Contact Student Financial Assistance at 1-855-278-5080 for advisement on how your financial aid may be affected. Also see http://students.asu.edu/policies/census for information on how enrollment changes may affect your financial aid.

Are you an International Student with an F1 or J1 visa?  (Check One) ☐ Yes* ☐ No

*Serious immigration consequences may result from withdrawing or dropping below full-time enrollment status. International students with an F1 or J1 visa whose drop or withdrawal will result in less than full-time enrollment must obtain advising from the International Student Office in the Tempe Center, Suite 150. For more information visit https://global.asu.edu/iss, or call (480) 727-4776.

INTERNATIONAL STUDENT OFFICE SIGNATURE: DATE:

| SEMESTER (Check One): ☐ Fall ☐ Spring ☐ Summer | YEAR: |

| Initial Registration: ☐ Yes ☐ No | Academic Career: ☐ Undergraduate ☐ Graduate ☐ Law |

Transaction Type  | Class #  | Course Subject & Number  | For Audit (No Credit)  | Units:  | Swap with Class #  | Units:  | For Audit (No Credit)  | Instructor’s Signature (If Required): |
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<td>CLASSES TO BE Added</td>
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CLASSES TO BE Swapped/Dropped*

(Students may not drop their last class without adding another).

CLASSES TO BE Withdrawn*

STUDENT SIGNATURE: DATE: DEPARTMENT APPROVAL STAMP (If Required):

ADVISOR’S SIGNATURE (If Required by Department of Major): DATE:

AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING COURSE (Required for late transactions; authorized signatures are valid for 5 business days): DATE:

For Registrar Office Use Only
File Date:

*If you are dropping or withdrawing from all of your classes or your only class in a given session, you must process a complete session withdrawal form available at http://students.asu.edu/forms/withdrawal. Beginning the first day of each fall and spring semester, undergraduate students must initiate a complete session withdrawal request by contacting the college/school of their major. See http://students.asu.edu/forms/withdrawal for more information.