**Enrollment Change Request**

ARIZONA STATE UNIVERSITY

UNIVERSITY REGISTRAR SERVICES

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| 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](http://students.asu.edu/lateregistration/all)” 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 Financial Aid Services at 1-855-278-5080for 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 Students and Scholars Center in Student Service, Room 170. For more information visit <https://students.asu.edu/international>, 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): |
| CLASSES TO BE Added |       |       | [ ]  |      |  |  |  |  |
|  |       |       | [ ]  |      |  |  |  |  |
|  |       |       | [ ]  |      |  |  |  |  |
|  |       |       | [ ]  |      |  |  |  |  |
|  |       |       | [ ]  |      |  |  |  |  |
| 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: |  |
| \*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 . | For Registrar Services Use OnlyFile Date:  |