



**ENROLLMENT CHANGE REQUEST**  
**ARIZONA STATE UNIVERSITY**  
 UNIVERSITY REGISTRAR SERVICES

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:
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Changing your enrollment status may affect your financial aid. Contact Financial Aid Services 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 Students and Scholars Center in Student Service, Room 170. For more information visit <https://issc.asu.edu> or call (480) 727-4776.

INTERNATIONAL STUDENTS AND SCHOLARS CENTER SIGNATURE:	DATE:
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**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):
<b>CLASSES TO BE Added</b> →			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
<b>CLASSES TO BE Swapped/Dropped*</b> → <small>(Students may not drop their last class without adding another).</small>							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
<b>CLASSES TO BE Withdrawn*</b> →								

STUDENT SIGNATURE:	DATE:	DEPARTMENT APPROVAL STAMP (If Required):
ADVISOR’S SIGNATURE <small>(If Required by Department of Major):</small>	DATE:	
AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING COURSE <small>(Required for late transactions; authorized signatures are valid for 5 business days):</small>	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 <a href="http://students.asu.edu/forms/withdrawal">http://students.asu.edu/forms/withdrawal</a> . <b>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.</b> See <a href="http://students.asu.edu/forms/withdrawal">http://students.asu.edu/forms/withdrawal</a> for more information .	For Registrar Services Use Only File Date:
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