

Below are instructions for using the Enrollment Change Request form. If you have any questions please contact the Graduate Coordinator or email geoplan.gradadvising@asu.edu .

The Enrollment Change Request form is used for any changes to your schedule after the add/drop date of each semester. To view the Academic Calendar click [here](#).

Step 1: Complete all areas relevant to your request of adding/swapping/withdrawing a course. Class # refers to the five-digit number listed in the course catalog, example (95412, 91543.) Course Subject & Number should look like PUP 592, GPH 601.

Step 2: Obtain the Instructor's Signature. An instructor's signature is required for all course(s) that are added, swapped or withdrawn.

Step 3: Obtain the Departmental Stamp Approval from the SGSUP Front Desk.

Step 4: Obtain the College/Academic Unit Authorization by visiting CLAS (College of Liberal Art and Sciences) located in the Fulton Center on the corner of University and College. Once you obtain this stamp **you only have 48 hours** to submit this to the Registrar's Office. If it is not submitted before the authorization stamp is valid, you will need to refill out this form and re-start this process.

Step 5: Take the completed and signed form to the Registrar's Office located on the 1st floor of the Student Services Building.



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://students.asu.edu/international>, or call (480) 727-4776.

INTERNATIONAL STUDENT OFFICE 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):
CLASSES TO BE Added →			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
CLASSES TO BE Swapped/Dropped* → <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"/>	
CLASSES TO BE Withdrawn* →								

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:	

<p>*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 .</p>	For Registrar Services Use Only File Date:
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