

PROCEDURES FOR LATE REGISTRATION TRANSACTIONS

There is no guarantee that a late transaction request will be approved.

Requests for transaction(s) after the posted [deadline](#) are reviewed on an individual basis.

Type of Request	Required Steps
<p>Fulton Course(s):</p> <ul style="list-style-type: none"> Initial Registration. Add an IAFSE course(s). SWAP: drop/add a different <i>section</i> of the SAME IAFSE course. SWAP: drop/add different <i>hours</i> of the SAME IAFSE course. <p>NOTE: RA/TAs with a hire date after fall/spring semester has started can add 'filler hours' to reach the required 12 hrs. RA/TAs that choose to withdraw from courses during the semester <u>will not</u> be allowed to late add 'filler hours' to regain the required 12 hr. enrollment.</p>	<ol style="list-style-type: none"> Complete an Enrollment Change Request form. Outline circumstances (include with the form) why the request was not processed by the posted deadline. <p>Required Signatures:</p> <ol style="list-style-type: none"> Instructor(s) Obtain a statement from each instructor confirming attendance and listing any missed work required to complete (include with the form). Academic Advising approved signee of the course prefix. Academic & Student Affairs (BYENG 605AA).
<p>Drop or Withdrawal from a Fulton Course(s):</p> <p>This type of request is not usually permitted but may be considered due to an extenuating circumstance beyond the student's control.</p> <p>Withdrawal Notes:</p> <ul style="list-style-type: none"> Student may not be entitled to a refund. Will result with a grade of "W." A withdrawal may affect an international student's status and should consult with ISSC before request is processed. <p><i>*If the request will result in a complete session withdrawal, the student submits the Complete Session Withdrawal Form*</i></p>	<ol style="list-style-type: none"> Complete Enrollment Change Request Form. Outline extenuating circumstances and why the request was not processed by the posted deadline. Include any supporting documentation. <p>Required Signatures:</p> <ol style="list-style-type: none"> Instructor(s) Obtain a statement of support from each instructor of the course (include with the form). Academic Advising approved signee. Academic & Student Affairs (BYENG 605AA).
<p>Add, Drop or Withdrawal from a Non-Fulton Course</p>	<p>Consult the https://students.asu.edu/late-registration as policies and procedures vary by College/School.</p>

Additional resources:

University Registrar Services

- Late Registration: <https://students.asu.edu/late-registration>
- Drop/add and withdraw: <https://students.asu.edu/drop-add>
- Enrollment Change Request: <https://students.asu.edu/enrollmentchange>
- Academic Calendar: <https://students.asu.edu/academic-calendar>

Ira A. Fulton Schools of Engineering

- FSE Late Registration: <https://students.asu.edu/lateregistration/engineering>
- FSE Complete Session Withdrawal: https://students.asu.edu/Complete_Session_Withdrawal_Information/Fulton



ENROLLMENT CHANGE REQUEST
 ARIZONA STATE UNIVERSITY
 UNIVERSITY REGISTRAR SERVICES

Ex: Request to change into a different section of FSE 100 = Swap

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: 1213456789	NAME (LAST, FIRST, M.I.): Calico, Catty	DATE: 5/1/2017
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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:** 2017

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>	80389	FSE 100		2	78526	2	<input type="checkbox"/>	Instructor's Signature
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
CLASSES TO BE Withdrawn* →								

STUDENT SIGNATURE: Student's Signature	DATE: DATE	DEPARTMENT APPROVAL STAMP (If Required):
ADVISOR'S SIGNATURE <small>(If Required by Department of Major):</small> School's Signature	DATE: DATE	
AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING COURSE (Required for late transactions; authorized signatures are valid for 5 business days):	DATE:	

<small>*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 .</small>	For Registrar Services Use Only File Date:
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ENROLLMENT CHANGE REQUEST
 ARIZONA STATE UNIVERSITY
 UNIVERSITY REGISTRAR SERVICES

Ex: Request to increase research hours from 4 to 8 = Swap

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SEMESTER (Check One): Fall Spring Summer **YEAR:** 2017

Initial Registration: Yes No **Academic Career:** Undergraduate Graduate Law

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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>	80158	CEE 792		4	80158	8	<input type="checkbox"/>	Instructor's Signature
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
CLASSES TO BE Withdrawn* →								

STUDENT SIGNATURE: Student's Signature	DATE: DATE	DEPARTMENT APPROVAL STAMP (If Required):
ADVISOR'S SIGNATURE (If Required by Department of Major): School's Signature	DATE: DATE	
AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING COURSE (Required for late transactions; authorized signatures are valid for 5 business days):	DATE:	

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ENROLLMENT CHANGE REQUEST
ARIZONA STATE UNIVERSITY
UNIVERSITY REGISTRAR SERVICES

Request to drop DCE 223 and add CSE 110 ≠ a swap. This request will not be approved because the request does not involved the same course.

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SEMESTER (Check One): Fall Spring Summer **YEAR:** 2017

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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* → (Students may not drop their last class without adding another).	75926	DCE 223		2	83542	2	<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 (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:	

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ENROLLMENT CHANGE REQUEST
ARIZONA STATE UNIVERSITY
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Student can withdraw from DCE223 (if applicable) and an Enrollment Change Request form can be completed to add CSE 110

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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 →	83542	CSE 110	<input type="checkbox"/>	3				
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
CLASSES TO BE Swapped/Dropped* → (Students may not drop their last class without adding another).			<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 (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:	

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