

Washington State University Tri-Cities Undergraduate Enrollment Change Form

Please complete all sections below and PRINT clearly.

NAME (Last) (First) (Middle)

ID NUMBER PHONE:

EMAIL ADDRESS

STUDENT SIGNATURE DATE

Instructions

Students: Return this form with appropriate signatures to the academic department offering the course. The department will process your enrollment change by enrolling you or give you permission to enroll in the course.

Departments: Submit this form to the Registrar's Office (Floyd 269) for the following students:

- International Program Students**
- Pass/Fail Students** ONLY students approved for Pass/Fail courses (excluding UCORE/GER's).

Doctoral students: Use *Graduate Enrollment Request form* to submit to the Registrar's Office (Floyd 269)

Auditing Students: Use *Enrollment Change Form—Audit* to submit to the Registrar's Office (Floyd 269)

See the academic calendar (registrar.wsu.edu) or add/drop deadlines (summer.wsu.edu) for enrollment change deadlines.

REGISTRAR USE ONLY

Processor's initials:

Date:

ENROLLMENT REQUESTS

Tri-Cities Campus

Year: 20__ Term: ___ Fall ___ Spring ___ Summer

Course Subject/ Course No.	Section No.	Class SLN No.	Course Subject/ Course No.	Section No.	Class SLN No.

Action—Please check all appropriate boxes.

Action—Please check all appropriate boxes.

Instructor Signature Needed to:

- Add after the 5th day (Variable Cr# __)
- Change Credit from ___ to ___
- Add as Audit (Variable Credit #: __)
- Change Audit to Credit
- Change Credit to Audit
- Change from section ___ to section ___

Instructor Signature:

X: _____

Instructor Signature Needed to:

- Add after the 5th day (Variable Cr# __)
- Change Credit from ___ to ___
- Add as Audit (Variable Credit #: __)
- Change Audit to Credit
- Change Credit to Audit
- Change from section ___ to section ___

Instructor Signature:

X: _____

Advisor Signature Needed to:

- Add as Pass/Fail (excluding UCORE)
- Change Letter Grade to Pass/Fail (excluding UCORE)
- Change Pass/Fail to Letter Grade
- Credits exceed 22 hours

Advisor Signature:

X: _____

Advisor Signature Needed to:

- Add as Pass/Fail (excluding UCORE)
- Change Letter Grade to Pass/Fail (excluding UCORE)
- Change Pass/Fail to Letter Grade
- Credits exceed 22 hours

Advisor Signature:

X: _____

Department Signature Needed to:

- Add with time conflict
- Add if class is full (Variable Cr# __)
- Add Repeat Class (attach petition)

X: _____

Department Signature Needed to:

- Add with time conflict
- Add if class is full (Variable Cr# __)
- Add Repeat Class (attach petition)

X: _____

International Program Approval:

Date:

X: _____

International Program Approval:

Date:

X: _____