Washington State University
ENROLLMENT CHANGE FORM
Please complete all sections below and PRINT clearly.

NAME  
(First)  
(Middle)  
(Last)

ID NUMBER  PHONE

EMAIL ADDRESS

STUDENT SIGNATURE  DATE

Instructions

**Students:** Return this form with appropriate signatures to the academic department offering the course. For example, if you are requesting to add Hist 110, contact the History Department. (A list of department locations is available at www.schedules.wsu.edu.) The department will process your enrollment change by enrolling you or give you permission to enroll in the course.

**Departments:** For the following students, this form must be used to process enrollment changes and submitted as described below.

- **Auditing Students:** ONLY students approved for auditing courses need to submit this form to the Registrar’s Office, French Administration, Room 346. Charge(s) may apply. All other enrollment changes must be processed by the department.

- **Pass/Fail Students:** ONLY students approved for Pass/Fail courses (excluding UCORE/GER’s) need to submit this form to the Registrar’s Office, French Administration, Room 346. All other enrollment changes must be processed by the department.

- **Student Athletes:** ONLY after the 5th day of the semester, student athletes take this completed form (with appropriate signatures) to their athletic advisor for approval. Submit to the Registrar’s Office, French Administration, Room 346.

Please process all other student enrollment changes. Thank you!

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

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ATHLETES ONLY ___DR or ___W

Int’l S-A requires Int’l Programs approval

**REGISTRAR USE ONLY**

Processor’s initials:  Checked by:

Date Stamp

WSU Office of the Registrar Form, August 2012