

**Washington State University  
FACULTY/STAFF  
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 (Staff/Faculty):** Submit this form in person with appropriate signatures to the Registrar's Office, French Administration, Room 346. The Registrar's Office will process the request.

- The employee's Department Head/ Chair must sign for all changes.
- If the request is to 'Drop' or 'Withdraw' and it is your last course, you must submit a cancellation of enrollment at [www.cancel.wsu.edu](http://www.cancel.wsu.edu).

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

<b>REGISTRAR USE ONLY</b>
Processor's initials: Checked by:
Date Stamp

**ENROLLMENT REQUESTS**

**Pullman Campus**

Year: 20\_\_\_\_ Term: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer

Course Subject/ Course No. (e.g., COM 101)	Sec. No. (e.g., 01)	Class SLN (e.g., 4355)
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**Actions—Please check all appropriate boxes and obtain all appropriate signatures.**

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**Employee's Department Head/Chair Signature Needed for ALL CHANGES:**

- Add (Variable Cr# \_\_\_\_)  
Meeting Times: \_\_\_\_\_
- Drop OR  Withdraw  
Meeting Times: \_\_\_\_\_
- Change from section \_\_\_ to section \_\_\_  
Meeting Times: \_\_\_\_\_

**Department Head/Chair Signature:**  
X: \_\_\_\_\_

**Employee's Department Head/Chair Signature Needed for ALL CHANGES:**

- Add (Variable Cr# \_\_\_\_)  
Meeting Times: \_\_\_\_\_
- Drop OR  Withdraw  
Meeting Times: \_\_\_\_\_
- Change from section \_\_\_ to section \_\_\_  
Meeting Times: \_\_\_\_\_

**Department Head/Chair Signature:**  
X: \_\_\_\_\_

**Instructor Signature Needed to:**

- Add after the 5th day (Variable Cr# \_\_\_\_)
- Add with time conflict (Instructor of the class you wish to add)
- Change Credit from \_\_\_\_ to \_\_\_\_
- Add as Audit (Variable Cr# \_\_\_\_)
- 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# \_\_\_\_)
- Add with time conflict (Instructor of the class you wish to add)
- Change Credit from \_\_\_\_ to \_\_\_\_
- Add as Audit (Variable Cr# \_\_\_\_)
- Change Audit to Credit
- Change Credit to Audit
- Change from section \_\_\_ to section \_\_\_

**Instructor Signature:**  
X: \_\_\_\_\_

**Department Chair Signature Needed to:**

- Add, if class is full (Variable Cr# \_\_\_\_)

**Department Chair Signature :**  
X: \_\_\_\_\_

**Department Chair Signature Needed to:**

- Add, if class is full (Variable Cr# \_\_\_\_)

**Department Chair Signature :**  
X: \_\_\_\_\_

**Advisor Signature Needed to:**

- Add as Pass/Fail (excluding UCORE)
- Change Letter Graded to Pass/Fail (excluding UCORE)

**Advisor Signature:**  
X: \_\_\_\_\_

**Advisor Signature Needed to:**

- Add as Pass/Fail (excluding UCORE)
- Change Letter Graded to Pass/Fail (excluding UCORE)

**Advisor Signature:**  
X: \_\_\_\_\_

**Other**

- Change Pass/Fail to Letter Graded

**Other**

- Change Pass/Fail to Letter Graded