<table>
<thead>
<tr>
<th>NAME</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT SIGNATURE</td>
<td></td>
<td></td>
<td>DATE</td>
</tr>
</tbody>
</table>

**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.

### ENROLLMENT REQUESTS

<table>
<thead>
<tr>
<th>Year: 20___</th>
<th>Term: ___Fall</th>
<th>___Spring</th>
<th>___Summer</th>
</tr>
</thead>
</table>

#### Course Information

<table>
<thead>
<tr>
<th>Course Subject/ Course No. (e.g., COM 101)</th>
<th>Sec. No. (e.g., 01)</th>
<th>Class SLN (e.g., 4355)</th>
</tr>
</thead>
</table>

#### Actions—Please check all appropriate boxes and obtain all appropriate signatures.

**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: ____________________________

**Department Chair Signature Needed to:**

- Add, if class is full (Variable Cr# ___)
- Change Credit from _____ to ______
- Add as Audit (Variable Cr#___)
- Change Audit to Credit
- Change Credit to Audit
- Change from section ___ to section ___

**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: ____________________________

**Other**

- Change Pass/Fail to Letter Graded

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WSU Office of the Registrar Form, November 2016