Washington State University
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. For example, if you are requesting to add COM 101, contact the Communication Department. (A list of department locations is available at www.schedules.wsu.edu.) The department will process your enrollment change by enrolling you or giving 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 bring this form to the Registrar’s Office, French Administration, Room 346. Charge(s) may apply.

☐ Pass/Fail Students. ONLY students approved for Pass/Fail courses (excluding UCOREs) need to bring this form 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.

REGISTRAR USE ONLY
Processor’s initials: Checked by:

Date Stamp