PROCEDURES FOR LATE REGISTRATION TRANSACTIONS

There is no guarantee that a late transaction request will be approved. Requests for transaction(s) after the posted deadline are reviewed on an individual basis.

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Required Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulton Course(s):</td>
<td>1. Complete an Enrollment Change Request form.</td>
</tr>
<tr>
<td>• Initial Registration.</td>
<td>2. Outline circumstances (include with the form) why the request was not processed by the posted deadline.</td>
</tr>
<tr>
<td>• Add an IAFSE course(s).</td>
<td></td>
</tr>
<tr>
<td>• <strong>SWAP</strong>: drop/add a different section of the SAME IAFSE course.</td>
<td></td>
</tr>
<tr>
<td>• <strong>SWAP</strong>: drop/add different hours of the SAME IAFSE course.</td>
<td></td>
</tr>
<tr>
<td>NOTE: RA/TAs with a hire date after fall/spring semester has started can add ‘filler hours’ to reach the required 12 hrs. RA/TAs that choose to withdraw from courses during the semester will not be allowed to late add ‘filler hours’ to regain the required 12 hr. enrollment.</td>
<td></td>
</tr>
</tbody>
</table>

Drop or Withdrawal from a Fulton Course(s):

This type of request is not usually permitted but may be considered due to an extenuating circumstance beyond the student’s control.

Withdrawal Notes:
- Student may not be entitled to a refund.
- Will result with a grade of “W.”
- A withdrawal may affect an international student’s status and should consult with ISSC before request is processed.

*If the request will result in a complete session withdrawal, the student submits the Complete Session Withdrawal Form*

Add, Drop or Withdrawal from a Non-Fulton Course

Consult the https://students.asu.edu/late-registration as policies and procedures vary by College/School.

Additional resources:

**University Registrar Services**
- Late Registration: https://students.asu.edu/late-registration
- Drop/add and withdraw: https://students.asu.edu/drop-add
- Enrollment Change Request: https://students.asu.edu/enrollmentchange
- Academic Calendar: https://students.asu.edu/academic-calendar

**Ira A. Fulton Schools of Engineering**
- FSE Late Registration: https://students.asu.edu/lateregistration/engineering
- FSE Complete Session Withdrawal: https://students.asu.edu/Complete_Session_W Withdrawal Information/Fulton
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**ASU ID NUMBER:** 1213456789  
**NAME (LAST, FIRST, M.I.):** Calico, Catty  
**DATE:** 5/1/2017

Changing your enrollment status may affect your financial aid. Contact Financial Aid Services at 1-855-278-5080 for advisement on how your financial aid may be affected. Also see [http://students.asu.edu/policies/census](http://students.asu.edu/policies/census) for information on how enrollment changes may affect your financial aid.

**Are you an International Student with an F1 or J1 visa?**  
- **Yes**  
- **No**  

*Serious immigration consequences may result from withdrawing or dropping below full-time enrollment status. International students with an F1 or J1 visa whose drop or withdrawal will result in less than full-time enrollment must obtain advising from the International Students and Scholars Center in Student Service, Room 170. For more information visit [https://students.asu.edu/international](https://students.asu.edu/international), or call (480) 727-4776.

**SEMESTER** (Check One):  
- **Fall**  
- **Spring**  
- **Summer**  

**YEAR:** 2017

**Initial Registration:**  
- **Yes**  
- **No**  

**Academic Career:**  
- **Undergraduate**  
- **Graduate**  
- **Law**

**Transaction Type** | **Class #** | **Course Subject & Number** | **For Audit (No Credit)** | **Units:** | **Swap with Class #** | **Units:** | **For Audit (No Credit)** | **Instructor’s Signature (If Required):**
--- | --- | --- | --- | --- | --- | --- | --- | ---
**CLASSES TO BE Added**

**CLASSES TO BE Swapped/Dropped**

(Students may not drop their last class without adding another).

**CLASSES TO BE Withdrawn**

**STUDENT SIGNATURE:**  
**DATE:**

**ADVISOR’S SIGNATURE**  
(If Required by Department of Major):  
**DATE:**

**SCHOOL’S SIGNATURE**  
**DATE:**

**AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING COURSE** (Required for late transactions; authorized signatures are valid for 5 business days):  
**DATE:**

*If you are dropping or withdrawing from all of your classes or your only class in a given session, you must process a complete session withdrawal form available at [http://students.asu.edu/forms/withdrawal](http://students.asu.edu/forms/withdrawal). Beginning the first day of each fall and spring semester, undergraduate students must initiate a complete session withdrawal request by contacting the college/school of their major. See [http://students.asu.edu/forms/withdrawal](http://students.asu.edu/forms/withdrawal) for more information.

**For Registrar Services Use Only**

**File Date:**

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ASU ID NUMBER: 123456789
NAME (LAST, FIRST, M.I.): Calico, Catty
DATE: 5/1/2017

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**Are you an International Student with an F1 or J1 visa?**

- Yes*
- No

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**INTERNATIONAL STUDENT OFFICE SIGNATURE:**

**DATE:**

**SEMINAR** (Check One):

- Fall
- Spring
- Summer

**YEAR:** 2017

**Initial Registration:**

- Yes
- No

**Academic Career:**

- Undergraduate
- Graduate
- Law

**Transaction Type** | **Class #** | **Course Subject & Number** | **Units:** | **Swap with Class #** | **Units:** | **Instructor’s Signature** (If Required):
--- | --- | --- | --- | --- | --- | ---
CLASSES TO BE Added | | | | | |

CLASSES TO BE Swapped/Dropped*

(Students may not drop their last class without adding another).

CLASSES TO BE Withdrawn*

**STUDENT SIGNATURE:**

**DATE:**

**DEPARTMENT APPROVAL STAMP (If Required):**

**DATE:**

**ADVISOR’S SIGNATURE**

(If Required by Department of Major):

**DATE:**

**SCHOOL’S SIGNATURE**

**DATE:**

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**FILE DATE:**

**REV. 10/31/2013**

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**Are you an International Student with an F1 or J1 visa?**

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**INTERNATIONAL STUDENT OFFICE SIGNATURE:**

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<th>Spring</th>
<th>Summer</th>
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<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR:</th>
<th>2017</th>
</tr>
</thead>
</table>

| Initial Registration: | ☐ Yes | ☒ No |

| Academic Career: | ☒ Undergraduate | ☐ Graduate | ☐ Law |

Transaction Type  | Class #  | Course Subject & Number | For Audit (No Credit) | Units: | Swap with Class # | Units: | For Audit (No Credit) | Instructor’s Signature (If Required): |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES TO BE Added</td>
<td>75926 DCE 223</td>
<td>2</td>
<td>83542</td>
<td>2</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASSES TO BE Swapped/Dropped*</td>
<td>75926 DCE 223</td>
<td>2</td>
<td>83542</td>
<td>2</td>
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(Students may not drop their last class without adding another).

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<tr>
<th>ADVISOR’S SIGNATURE (If Required by Department of Major):</th>
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<tr>
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*Are you an International Student with an F1 or J1 visa?*(Check One)☐ Yes*☒ No

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<th>Class #</th>
<th>Course Subject &amp; Number</th>
<th>For Audit (No Credit)</th>
<th>Units:</th>
<th>Swap with Class #</th>
<th>Units:</th>
<th>For Audit (No Credit)</th>
<th>Instructor’s Signature (If Required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES TO BE Added</td>
<td>83542</td>
<td>CSE 110</td>
<td>☐</td>
<td>3</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>CLASSES TO BE Swapped/Dropped*</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<th>Units:</th>
<th>Swap with Class #</th>
<th>Units:</th>
<th>For Audit (No Credit)</th>
<th>Instructor’s Signature (If Required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSES TO BE Withdrawn*</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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**STUDENT SIGNATURE:**

**DATE:**

**DEPARTMENT APPROVAL STAMP (If Required):**

**ADVISOR’S SIGNATURE**

*(If Required by Department of Major):*

**DATE:**

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