

**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 Hist 110, contact the History Department. (A list of department locations is available at [www.schedules.wsu.edu](http://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](http://registrar.wsu.edu)) or add/drop deadlines ([summer.wsu.edu](http://summer.wsu.edu)) for enrollment change deadlines.

**ENROLLMENT REQUESTS**

**Pullman Campus**

**Year:** 20\_\_\_\_ **Term:** \_\_\_Fall \_\_\_Spring \_\_\_Summer

Class Number	Subject	Course Nbr/Section

**Action—Please check all appropriate boxes.**

**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 \_\_\_\_
- Audit (Variable Cr#\_\_\_\_)
- Audit to Credit
- Change from section \_\_\_\_ to section \_\_\_\_

**Instructor Signature:**

**X:** \_\_\_\_\_

**Advisor Signature Needed to:**

- Add as Pass/Fail (excluding UCORE/GER's)
- Change Letter Graded to Pass/Fail (excluding UCORE/GER's)
- Credits exceed 22 hours

**Advisor Signature:**

**X:** \_\_\_\_\_

**Other**

- Change Pass/Fail to Letter Graded

**ATHLETES ONLY** \_\_DR or \_\_W

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

Class Number	Subject	CourseNbr/Sec

**Int'l Programs Approval Date:**

**X:** \_\_\_\_\_

Class Number	Subject	Course Nbr/Section

**Action—Please check all appropriate boxes.**

**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 \_\_\_\_
- Audit (Variable Cr#\_\_\_\_)
- Audit to Credit
- Change from section \_\_\_\_ to section \_\_\_\_

**Instructor Signature:**

**X:** \_\_\_\_\_

**Advisor Signature Needed to:**

- Add as Pass/Fail (excluding UCORE/GER's)
- Change Letter Graded to Pass/ Fail (excluding UCORE/GER's)
- Credits exceed 22 hours

**Advisor Signature:**

**X:** \_\_\_\_\_

**Other**

- Change Pass/Fail to Letter Graded

**REGISTRAR USE ONLY**

Processor's initials:  
Checked by:

Date Stamp