Late-Add Process for Herberger Institute Courses Spring 2020 Deadline: Feb 3*

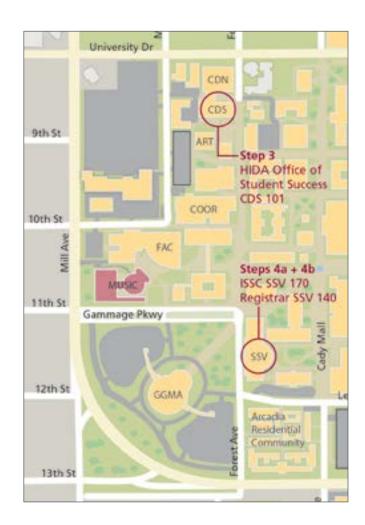
Follow these instructions to add or swap Herberger Institute for Design + Arts (HIDA) courses after the Add/Drop Deadlines. If you wish to drop a HIDA course after the Add/Drop Deadline without adding another HIDA course of an equal or greater number of credit hours, you must process a course withdrawal through My ASU by the Course Withdrawal Deadline. A withdrawal will result in a mark of 'W' on your transcript. These Extended Add Period instructions apply only to HIDA courses.

^{*}Session C Courses

Session Dates & Deadlines	Session A: Jan 13 - Mar 3	Session B: Mar 16 - May 1	Session C: Jan 13 - May 1
Add/Drop Deadline	January 14, 2020	March 17, 2020	January 19, 2020
HIDA Extended Add Deadline	January 21, 2020	N/A	February 3, 2020
Course Withdrawal Deadline	January 31, 2020	April 3, 2020	April 5, 2020

- Step 1 Complete the Enrollment Request form, including Student Signature and Date.
- Step 2 Obtain the Instructor's Signature indicating approval of the late add and/or drop. For an online course, you may attach an email from the instructor approving your request. Your Advisor's Signature is not required.
- Step 3 Bring the form to the HIDA Office of Student Success (Design South, CDS 101) for the Authorized Signature of College and/or Department Approval Stamp.
- Step 4a International Students: Deliver the form to the ISSC (Student Services Building, SSV 170). You may leave the form in that office. They will forward the form to the Registrar's Office.
- Step 4b US Citizens + Permanent Residents: Deliver the form to the <u>University Registrar Services</u> (Student Services Building, SSV 140) to process the schedule change.
- **Step 5** Confirm your new schedule on My ASU.

Course Restrictions: If the course you wish to add is full, conflicts with your schedule, or requires instructor consent, you must obtain a course override from the instructor.



https://students.asu.edu/lateregistration/designarts



ENROLLMENT CHANGE REQUEST ARIZONA STATE UNIVERSITY

UNIVERSITY REGISTRAR SERVICES

Please see https://students.asu.edu/drop-add for important information about enrollment requests and deadlines. Adding a class after the drop/add deadline is considered a "Late Add" and requires instructor, department, and college approval. Policies and procedures for late adds vary by college/school offering the course, see https://students.asu.edu/lateregistration/all for detailed instructions. Consult the Academic Calendar at http://students.asu.edu/academic-calendar for drop/add/withdrawal deadlines. ASU ID NUMBER: NAME (LAST, FIRST, M.I.): DATE: 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 for information on how enrollment changes may affect your financial aid. Are you an International Student with an F1 or J1 visa? (Check One) 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, or call (480) 727-4776. INTERNATIONAL STUDENT OFFICE SIGNATURE: DATE: **SEMESTER** (Check One): Fall ☐ Spring ☐ Summer YEAR: **Initial Registration:** \square Yes \square No **Academic Career:** Undergraduate Graduate ☐ Law Course For Audit Swap For Audit Instructor's Signature Subject & (No Credit) (No Credit) with Class # Units: Units: Transaction Type (If Required): Number Class # **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): AUTHORIZED SIGNATURE OF COLLEGE/ACADEMIC UNIT OFFERING DATE: COURSE (Required for late transactions; authorized signatures are valid for 5 business days): For Registrar Services Use Only *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. Beginning the first day of each fall and spring semester, File Date: undergraduate students must initiate a complete session withdrawal request by contacting the college/school of their major. See http://students.asu.edu/forms/withdrawal for more information.