

# 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 **University Registrar Services** (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:
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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:
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**SEMESTER** (Check One): ☐ Fall ☐ Spring ☐ Summer **YEAR:**

**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):
<b>CLASSES TO BE Added</b> →			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
<b>CLASSES TO BE Swapped/Dropped*</b> → (Students may not drop their last class without adding another).							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
<b>CLASSES TO BE Withdrawn*</b> →								

STUDENT SIGNATURE:	DATE:	DEPARTMENT APPROVAL STAMP (If Required):
ADVISOR'S SIGNATURE (If Required by Department of Major):	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>. **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> for more information.

For Registrar Services Use Only  
File Date: