

Late-Add Process for Herberger Institute Courses

Fall 2019 Deadline: Sept 11*

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: Aug 22 - Oct 11	Session B: Oct 16 - Dec 6	Session C: Aug 22 - Dec 6
Add/Drop Deadline	August 23, 2019	October 17, 2019	August 28, 2019
HIDA Extended Add Deadline	August 30, 2019	N/A	September 11, 2019
Course Withdrawal Deadline	September 11, 2019	November 5, 2019	November 6, 2019

- 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): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	YEAR:
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Initial Registration: <input type="checkbox"/> Yes <input type="checkbox"/> No	Academic Career: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law
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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 →			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
CLASSES TO BE Swapped/Dropped* → (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"/>	
CLASSES TO BE Withdrawn* →								

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: