WASHINGTON STATE UNIVERSITY SPOKANE
DROP/ADD ENROLLMENT CHANGE FORM

This form is to be used only to make **changes** to enrollment. Students who are not registered should report to Student Affairs, SAC 130.

Semester: ___ Fall ___ Spring ___ Summer

Year: _____

COMPLETE THIS SECTION AT ALL TIMES

NAME (LAST) (FIRST) (MIDDLE INIT)

STUDENT I.D. NUMBER

STUDENT SIGNATURE DATE

PHONE

1. PRINT NAME, SIGN & DATE FORM; INCLUDE PHONE NUMBER.
2. PRINT STUDENT I.D. NUMBER IN DESIGNATED BOX.
3. COMPLETE FORM & OBTAIN SIGNATURES IF REQUIRED.
4. SUBMIT COMPLETED ENROLLMENT CHANGE FORM TO STUDENT AFFAIRS, SAC 130.
5. WARNING: SUMMER SESSION ENROLLMENT CHANGE DEADLINES ARE DIFFERENT THAN THE REGULAR SEMESTER SCHEDULE. SEE SUMMER SESSION COURSE SCHEDULE FOR DROP/ADD DEADLINES.

For Audit Only

SSN :

Local Address:

- ❑ Full Fee Paying Student
- ❑ Senior Citizen
- ❑ Faculty/Staff fee waiver

Audit fee is non-refundable

PERMIT TO AUDIT LECTURE COURSE

Approval is granted for this applicant to audit

X_____ ___/___/___
Instructor of Course Date

TO WITHDRAW FROM A COURSE AFTER THE 9TH WEEK (RULE 69)

Withdrawal may be granted for a course for which a passing grade is being earned if recommended by the Director of Student Services as a result of illness or by the Area Coordinator of the department offering the course because of other documented extenuating circumstances. If approved, the instructor(s) must sign, date, and indicate the passing grade in the space below. Two uncontested withdrawals are allowed for undergraduate students working on their first degree. The grade of **W** will be recorded for either withdrawal.

Coordinator or Director's Signature	Instructor's Signature	Date	Grade

Enrollment Change Blocks

Department	Course	Section

ACTION	Credits	Office Use Only
❑ **DROP**		
❑ **ADD**		
❑ **ADD P/F**		
❑ **LG TO P/F**		
❑ **P/F TO LG**		
❑ **WITHDRW**		
❑ **AUDIT**		
❑ **+/- CREDIT**		
❑ *REPEAT*		

Instructor X

Department	Course	Section

ACTION	Credits	Office Use Only
❑ **DROP**		
❑ **ADD**		
❑ **ADD P/F**		
❑ **LG TO P/F**		
❑ **P/F TO LG**		
❑ **WITHDRW**		
❑ **AUDIT**		
❑ **+/- CREDIT**		
❑ *REPEAT*		

Instructor X

Department	Course	Section

ACTION	Credits	Office Use Only
❑ **DROP**		
❑ **ADD**		
❑ **ADD P/F**		
❑ **LG TO P/F**		
❑ **P/F TO LG**		
❑ **WITHDRW**		
❑ **AUDIT**		
❑ **+/- CREDIT**		
❑ *REPEAT*		

Instructor X

Department	Course	Section

ACTION	Credits	Office Use Only
❑ **DROP**		
❑ **ADD**		
❑ **ADD P/F**		
❑ **LG TO P/F**		
❑ **P/F TO LG**		
❑ **WITHDRW**		
❑ **AUDIT**		
❑ **+/- CREDIT**		
❑ *REPEAT*		

Instructor X