Washington State University
ADD/DROP ENROLLMENT CHANGE FORM
Summer Session

THIS SECTION MUST BE COMPLETED IN FULL

NAME	(LAST)	(FIRST)	(MIDDLE)

WSU ID	PHONE

EMAIL

SIGNATURE	DATE

ATTENTION DEPARTMENTS

Did you know that you can submit these requests electronically via the RONet?
For more information, please call 335-7378 or 335-5680

INSTRUCTIONS

1. Use this form only for changes to enrollment that are not allowed on myWSU.
2. Make sure the student's name is printed clearly and that form is signed and dated.
3. Verify the student's WSU ID number by looking at a photo ID.
4. Enter information appropriate to the action and obtain all required signatures.
5. Turn in the completed form to the Summer Session Office at French Administration Building, Room 346.

****REFER TO WWW.SUMMER.WSU.EDU FOR ENROLLMENT CHANGE DEADLINES****

NOTES

1. Use this form to add a class after the add deadline.
2. Use this form to add a class which is full. You must obtain department signature.
3. Use this form to add a class which has a "time conflict." You must obtain instructor signature in order to override time conflict.
4. Use this form if you have an Athletic Compliance hold. Be sure to secure approval from Athletics on this form before returning it to the Summer Session Office.

ENROLLMENT CHANGE BLOCKS **SUMMER 2010**

Course Prefix	Course Number	Section Number

Course Prefix	Course Number	Section Number

Action	
☐ Add after the 5th day	Credits _____
☐ Add with time conflict	
☐ Add Pass/Fail	Credits _____
☐ Change of credits from _____ to _____	
☐ Audit	Credits _____
☐ Audit to Credit	
☐ Credit to Audit	
Instructor Signature	**Date**

Action	
☐ Add after the 5th day	Credits _____
☐ Add with time conflict	
☐ Add Pass/Fail	Credits _____
☐ Change of credits from _____ to _____	
☐ Audit	Credits _____
☐ Audit to Credit	
☐ Credit to Audit	
Instructor Signature	**Date**

Action	
☐ Add a class which is full	
Department Signature	**Date**

Action	
☐ Add a class which is full	
Department Signature	**Date**

Action	
☐ Add Pass/Fail	Credits _____
☐ Letter Grade to Pass/Fail	
☐ Pass/Fail to Letter Grade	
Advisor Signature	**Date**

Action	
☐ Add Pass/Fail	Credits _____
☐ Letter Grade to Pass/Fail	
☐ Pass/Fail to Letter Grade	
Advisor Signature	**Date**

NOTE 4—ATHLETES ONLY—

Course Prefix	Course Number	Section Number

Action	
☐ Drop	
☐ Withdraw	
Athletics Signature	**Date**