

# Washington State University Vancouver

## Enrollment Change Form

This form is to be used only to make enrollment changes that are not allowed through myWSU. After the form is completed, and all required signatures have been obtained, please bring it to the Office of Student Services, VSSB 200. Questions should be directed to 360-546-9565 or 546-9553.

_____ PLEASE PRINT Last Name	_____ First Name	_____ Middle
_____ Student signature	_____ Date	

Semester:    ___ Fall ___ Spring ___ Summer	WSU Student ID _____
Year:            _____	E-mail _____
	Phone _____

**Use this form to—**

1. Add a class when you can no longer add using myWSU. The instructor's signature is required. (NOTE: Some departments require a different signature. Please check with the appropriate department or the registrar's office for specific information.) For fall & spring semesters, the deadline to add a class via myWSU is the end of the first week of the semester. Summer deadlines vary by course. Check the "Enrollment Change Deadlines" at [www.vancouver.wsu.edu/ss/regInfo.htm](http://www.vancouver.wsu.edu/ss/regInfo.htm) by clicking on the Summer Semester link.
2. Add a class that is full. The instructor's signature is required. (NOTE: Some departments require a different signature. Please check with the appropriate department or the registrar's office for specific information.)
3. Add a class if the time conflicts with another course for which you are registered. The instructor of the added class (or the departmental designee) must sign this form.
4. Designate a course as a repeat.
5. Register for a course as an audit. Please check the academic calendar for deadline information.
6. Change a class to pass/fail basis. Your advisor's signature is required. Please check the academic calendar for deadline information. (NOTE: Courses that carry a GER designation **cannot** be taken pass/fail.)
7. Change the credit value for a variable credit course.
8. Make other changes that cannot be done through myWSU.

Course Prefix	Course#	Section#	Credits
ACTION		Office Use Only	
<input type="checkbox"/> Add this course <input type="checkbox"/> Change course from graded to pass/fail <input type="checkbox"/> Change course from pass/fail to graded <input type="checkbox"/> Change credit from _____ to _____ <input type="checkbox"/> Allow time conflict <input type="checkbox"/> Mark course as a repeat <input type="checkbox"/> Audit this course <input type="checkbox"/> Change audit to credit <input type="checkbox"/> Other _____		       	
Instructor signature (or department designee) X			
Advisor signature (for pass/fail) X			

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Instructor signature (or department designee) X			
Advisor signature (for pass/fail) X			

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Advisor signature (for pass/fail) X			