Student Services Manual (SSM)

SSM 201–05: Registration and Drop/Add/Swap after the Published Deadline

Effective: 8/15/1975 Revised: 7/1/2009

Purpose
To allow an eligible student to register for or drop/add/swap classes after the deadline for such transactions, but before the final transaction deadline for the semester, as published in the online University Registrar Services’ Semester Calendar.

Source
University Registrar Services

Applicability
This policy applies to students who are:

1. continuing from the previous semester
   or
2. admitted or readmitted to ASU.

Policy
An eligible student may register for or drop/add classes after the published deadline with the appropriate approval.

A student who wishes to register for a semester for the first time after the deadline must:

1. obtain advising sign-off if required by the university, college, or department
2. obtain approval from the authorized designee of the college of the student’s major
3. have the registration processed at University Registrar Services within five business days of the date signed
   and
4. pay a $50 late fee for initial registration, along with the normal tuition and fees for the semester.

A student who wishes to drop/add/swap classes after the deadline must:

1. obtain advising sign-off, if required by the university, college, or department
2. obtain approval from the authorized designee of the college offering the class(es)
   and
3. have the drop/add/swap processed at University Registrar Services within five business days of the date signed.
## Procedure

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<th>Responsibility</th>
<th>Action</th>
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| Student                 | 1. Complete an Enrollment Request form.  
                          | 2. Obtain approval to register for or drop/add/swap a class from the appropriate college.                                           |
|                         | **If approved:**                                                                                                                       |
| Dean or designee        | 3. Sign and date the form in the space provided.                                                                                      |
| Student                 | 4. Take the form and a photo ID to University Registrar Services for processing within five business days of obtaining the dean’s approval. |
| University Registrar    | 5. Process the Enrollment Request form. Print the study list.                                                                        |
| Services staff          |                                                                                                                                       |
| Student                 | 6. Remain at the site to receive the study list. Review the study list for accuracy.                                                     |
|                         | 7. Pay any fees by using the [My ASU](#) Web site.                                                                                     |
|                         | **Note:** For specific information on fee payment in person, contact Student Accounts and Cashiering Services.                        |
|                         | 8.                                                                                                                                 |

## Cross-Reference

For information on registration, see [SSM 201–01](#), “Registration for Classes—General Policy.”

For information on drop/add, see [SSM 201–03](#), “Drop/Add/Swap of Classes.”

For information on withdrawal from classes, see [SSM 201–08](#), “Withdrawal from Classes—General Policy.”