# Student Services Manual (SSM)

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

**Effective**: 8/15/1975 **Revised**: 7/1/2026

### Purpose

To allow an eligible student to register for, swap, or drop 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, drop or swap 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 by 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, swap, or add 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, swap, or add processed by University Registrar Services within five business days of the date signed.

## Procedure

| Responsibility | Action |
|---|---|
| Student | 1. Complete an Enrollment Request form.<br>2. Obtain approval to register for, drop, or 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 Services staff | 5. Process the Enrollment Request form. Print the study list. |
| Student | 6. Remain at the site to receive the study list. Review the study list for accuracy.<br>7. Pay any fees by using the My ASU Web site.<br><br>Note: For specific information on fee payment in person, contact Student Business Services and Cashiering Services. |

## 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."