

College of Public Programs
LATE LATE TRANSACTIONS FOR CURRENT SEMESTER

Transaction	Form	Signature(s) Required by Unit	Signature(s) Required By COPP and units	Signature(s) Required by ASU Registrar
Late Late Registration (Begins the 2 nd week of the semester or the 3 rd day of a summer session)	Registration	Signature(s) of instructor(s) for all course(s) and the unit signature indicated at right for COPP courses.	<u>JMC/MCO Courses</u> : Advisor signature only required if adding a JMC or MCO course. <u>PAF & REC Courses</u> : Advisor's signature <u>SW Courses</u> : Laura Orr's signature	Authorized signature <u>from college of student's major</u>
Late Late Drop/Add (Begins the 2 nd week of the semester or the 3 rd day of a summer session)	Drop/Add	Signature(s) of instructor(s) for dropped and/or added courses and unit signatures indicated at right.	<u>PAF & REC Courses</u> : Advisor's signature <u>JMC/MCO Courses</u> : Advisor's signature required if adding a JMC or MCO course. <u>SW Courses</u> : Laura Orr's signature	Authorized signature from <u>college offering the course</u>
Late Late Unrestricted Course Withdrawal (Begins the 5 th week of the semester or the 7 th day of a summer session)	Unrestricted Withdrawal	Signature(s) of instructor(s) for courses from which student is requesting withdrawal and unit signatures indicated at right.	<u>JMC/MCO & REC Courses</u> : No signature required. <u>PAF Courses</u> : Advisor's signature <u>SW Courses</u> : Laura Orr's signature	Authorized signature from <u>college offering the course</u>
Late Late Restricted Course Withdrawal (Begins the 11 th week of semester or the 16 th day of a summer session)	Restricted Withdrawal	Signature(s) of instructor(s) for courses from which student is requesting withdrawal WITH a grade of "E" or "W" assigned and unit signatures as indicated at right.	<u>JMC/MCO & REC Courses</u> : No signature required. <u>PAF Courses</u> : Advisor's signature <u>SW Courses</u> : Laura Orr's signature	Authorized signature from <u>college offering the course</u>
Exceeding Restricted Course Withdrawal Limit (Begins the 5 th week of semester or the 7 th day of a summer session)	Standards Petition and completed Restricted Withdrawal	Signature(s) of instructor(s) for courses from which student is requesting withdrawal WITH a grade of "E" or "W" assigned and unit signatures as indicated at right.	Signature of advisor and chair of department of major.	Authorized signature from <u>college of student's major</u>

Notes: Authorized signatures are valid for five (5) working days unless otherwise noted.

All late late transactions must be made by the end of transaction deadline for the current semester (see current schedule of classes for published deadline date.) If deadline is not met, an Academic Record Change for Prior Semester may be considered.