2007 ASU Orientation Change Request Form

Requests for changing your reservation may not be submitted via telephone. You may request to:

- Change the dates of your ASU Orientation program. [Request change online.]
- Add or delete guests from your ASU Orientation reservation. [Request change online.]
- Change your major. [Complete form below and submit. *]
- Cancel your ASU Orientation reservation. [Complete form below and submit. *]
- Reschedule a cancelled Orientation reservation. [Complete form below and submit. *]

* Read [Privacy Statement] or print, complete and mail or fax the downloadable .pdf version of the Orientation Change Request Form.

If you have any further questions, please contact New Student Orientation at 480.965.2880.

Orientation Change Request Form to Request Change of Major or to Request Cancellation of Your Reservation for ASU Orientation

- Fields with an asterisk (*) must be filled out in order to request changes to your ASU Orientation reservation.
- Before submitting your Orientation Change Request, be sure to know your current reservation information as you will need it to complete the form.

First Name*

Last Name*

Phone Number, including Area Code (###.###.####)*

E-mail*

ASU College/School

Major

Select one or both of the following checkboxes and complete all relevant information for each option selected.*

- Change of major

  Previous Major

  New Major

  Note: In order to ensure that ASU Orientation can provide appropriate academic advising for students attending ASU Orientation at the Downtown Phoenix or Tempe campuses, or an ASU Off-Campus Orientation program, you must submit a Change of Major request at least 5 business days before your ASU Orientation date in order for us to process your request. Requests for changes to the major are updated every 24 hours.

- Canceling Orientation attendance altogether, including all guest reservations, if applicable

  Date of current ASU Orientation reservation: (mm/dd/yyyy)
**Note:** You must submit an Orientation Cancellation Request at least 5 business days before your ASU Orientation date in order for us to process your request and for you to receive any refunds that may be applicable to your reservation. Please be aware that New Student Orientation cannot process any pending refunds until after the ASU Orientation season is completed.

**Change or Reschedule a Cancelled Orientation Date**

Date of current ASU orientation reservation: (mm/dd/yyyy) ______________

Preferred new reservation date(s)

1st Preferred date: ______________

2nd Preferred date: ______________

3rd Preferred date: ______________

Please enter additional questions, comments or special needs here:
(Note: Please do not enter additional sensitive personal information, such as your address or Social Security Number.)

Signature____________________________________________

Date________________________________________________