

## The Design School

To request a Class Number: (See below)

1. Obtain and complete the Request for Class Number form. This form must be completely filled out in order for the process to move forward.
2. You will need to use your ASU Empl ID which is also known as your ASU Affiliate ID number . This is the 10 digit number that is located on your ASU Suncard on the right hand side. This number typically starts with either 1000 or 1200.
3. Obtain the approval from your instructor and submit it to coordinator/advisor. Your instructor must either sign or send an email to the graduate coordinator/undergraduate advisor approving your request to register for the course in lieu of a signature. Approvals may be obtained via email or physical signature. After you have obtained your instructor's approval, you will need to submit the form to coordinator/advisor, which may be done via e-mail. It is the student's responsibility to obtain the approval from the instructor.
4. Once the graduate coordinator/undergraduate advisor receives confirmation from the instructor (either by signature on the form or by e-mail), the graduate coordinator/undergraduate advisor will submit a request for a class number.
5. A Class Number will be created, which can take up to five business days.
6. Once the class number has been created, it will be provided to the graduate coordinator/undergraduate advisor who will email the class number to your ASU email address, and the form will be placed in your file.
7. After having received the class number, you are then responsible for registering for the course.

Note:

It is the student's responsibility to make the request before the semester starts . Students who need a course created for the upcoming semester should request a class number before the end of the current semester in order to register before the start of the next semester. Requesting class numbers after the start of the semester should be the exception.

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**Ph. D. Request Class Number**

*To be completed by student when requesting  
690, 692 courses.*

**Please print or type**

Name		Empl ID (10 digit number)		Date	
Career <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate		ASU Email Address			
Year	Term (check one) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Term (check one) <input type="checkbox"/> Session A <input type="checkbox"/> Session B <input type="checkbox"/> Session C		
Units		Instructor			
Catalog Prefix		Catalog Number and Title (check one)			
EPD		<input type="checkbox"/> 690- Reading & Conference <input type="checkbox"/> 790- Reading & Conference <input type="checkbox"/> 780- Practicum <input type="checkbox"/> 792- Research Have you taken your comprehensive exams yet? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 799- Dissertation Have you defended your dissertation prospectus yet? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Description of Course: (Be specific and use second sheet if necessary)					
Time Schedule/Course Outline: (Be specific and use second sheet if necessary)					
<b>Approvals:</b>					
Instructor				Date	
Committee Chair (Ph.D.)				Date	
Director				Date	
Class Number	Sequence Number	Permission Entered	Scheduler Date:	Advisor Date:	

*Revised 08/16*

A copy of this form, with the class number, sequence number and expiration date can be picked up from your advisor five days after a completed form with all required signatures is turned into your advisor.