

# Spring 2018

## REFUND SCHEDULE

**NO FINANCIAL LIABILITY through February 4**

REFUND SCHEDULE <i>(for regular full-term classes)</i>	1/22 - 1/28 1 <sup>ST</sup> WEEK	1/29 - 2/4 2 <sup>ND</sup> WEEK	2/5 - 2/11 3rd WEEK	2/12 - 2/18 4 <sup>TH</sup> WEEK +	2/19 on 5 <sup>TH</sup> WEEK +
REFUND	100%	100%	50%	25%	NO REFUND
LIABILITY	0%	0%	50%	75%	100%

### Signatures Required For Processing Enrollment Transactions

*(for full-term classes; for shorter sessions, please consult with an Enrollment Services staff member)*

TRANSACTION	1/22 - 1/28 1 <sup>ST</sup> WEEK	1/29 - 2/4 2 <sup>ND</sup> WEEK	2/5 and on WEEK 3 and BEYOND
REGISTER	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
ADD	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
DROP <i>(course will not appear on transcript or count towards units attempted for the term) Without W's</i>	Students Drop Without Academic Penalty		Consult with Advisor or Success Coach
WITHDRAWAL <i>(course will count towards units attempted, and will appear on transcript with a grade of W)</i>	Not Applicable		No signatures required before deadline date of April 6 Withdrawal Appeal required after April 6
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Professors; Both Chairs		
APPROVAL TO ENROLL WITHOUT PRE-REQ	Professor and Chairperson		
APPROVAL TO TAKE MORE THAN 19 credits	Dept. Chair of student's Major Advisor signature on card required.		
APPROVAL FOR UNDERGRADUATE STUDENT (NON-DUAL) TO TAKE GRADUATE COURSE	Dept. Chair of graduate course		
LATE WITHDRAWAL SINGLE COURSE or ENTIRE PROGRAM	After April 6 -Withdrawal Appeal required		
LATE PASS/FAIL	After April 6 Dean's Signature Required		
CHANGE IN AUDIT STATUS			Professor, Chairperson and Dean
LIABILITY (if appealing)	Submit Appeal to Student Withdrawal Appeals Committee (see info at <a href="http://liu.edu/SFS/Policies/Appeal-Policy">http://liu.edu/SFS/Policies/Appeal-Policy</a> )		

**Signatures must be obtained in the order listed.**

**Signatures are obtained by course, not major, except if indicated.**