



# ENROLLMENT CHANGE FORM

*\*PLEASE CONSULT WITH YOUR ACADEMIC ADVISOR. SIGNATURES MAY BE REQUIRED\**

TERM:  FALL       WINTER       SPRING       SUMMER      YEAR: \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PHONE: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

### LIST COURSES TO BE ADDED:

#	REGISTRAR USE ONLY	SESSION	CLASS ID#	SUBJECT	COURSE #	SECTION	CREDITS/ UNITS	INSTRUCTOR APPROVAL / INTERNAL USE
1								
2								
3								
4								
5								
6								
7								
8								

### LIST COURSES TO BE DROPPED:

#	REGISTRAR USE ONLY	SESSION	CLASS ID#	SUBJECT	COURSE #	SECTION	CREDITS/ UNITS	INSTRUCTOR APPROVAL / INTERNAL USE
1								
2								
3								
4								
5								
6								
7								
8								

I have read, understand and agree to the LIU University Policy regarding my final charges. Refunds due will be processed within 14 days from the date my Enrollment Change Form is submitted and approved by the University.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Departmental Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

FOR INTERNAL USE ONLY	
Date Received: _____	Date Processed: _____
Form: <input type="checkbox"/> Fax <input type="checkbox"/> Letter <input type="checkbox"/> In-person <input type="checkbox"/> E-mail <input type="checkbox"/> On-line	
Session: _____	Units/Credits: _____
Session: _____	Units/Credits: _____
Session: _____	Units/Credits: _____

## FORM COMPLETION

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- A student can drop or add courses online using their MyLIU account or through their academic advisor. Adds can be processed online through the first week of classes; drops can be processed online through the second week of classes. Nontraditional terms and sessions will have customized drop/add dates. If you are unable to add or drop online, you may submit a signed and completed **Enrollment Change Form** to the Office of the Registrar by the add/drop deadline using the information below. Forms are processed upon receipt. Any forms faxed outside business hours, during weekends or holidays will be processed the following business day. Students who wish to drop classes after the second week of classes should complete an **Official Withdrawal Application** and submit it to the Office of the Registrar.
- We recommend that you seek assistance from your advisor and/or the Office of the Registrar prior to submission. If you would like additional information on how your financial aid may be affected, please contact the Office of Student Financial Services using the information below. Final charges or refunds due will be processed within 14 days from the official date of your withdrawal.
- If you wish to appeal a late drop, late withdrawal, or tuition and fee refund, please complete the **Student Appeal Form** and submit it to the Office of the Registrar using the information below.

## ACTIONS REQUIRING SPECIFIC CONSENT

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The following actions may require special administrative or departmental consent:

- |  |  |
|--|--|
| • Closed Courses                       | • Requisite and Co-Requisite Overrides |
| • Courses with restricted registration | • Resident Student Drops               |
| • Credit Overloads                     | • Service Indicator Overrides          |
| • HEOP Program Drops                   | • Student Athlete Drops                |
| • Late Adds                            | • Time Conflicts                       |

Students are responsible for acquiring all necessary instructor, program, departmental, and/or dean approvals prior to submission of this form. For additional information on what approval are necessary, please review our policies at [www.liu.edu](http://www.liu.edu) or contact the Office of the Registrar using the information listed below.

## CONTACT INFORMATION

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### LIU BROOKLYN AND HUDSON CAMPUSES

1 University Plaza  
Brooklyn, NY 11201

#### Office of the Registrar

T: (718) 488-1013  
F: (718) 488-1589

Email: [withdrawal@brooklyn.liu.edu](mailto:withdrawal@brooklyn.liu.edu)

#### Integrated Student Financial Services

T: (718) 488-1037  
Email: [isfs@brooklyn.liu.edu](mailto:isfs@brooklyn.liu.edu)

### LIU POST, BRENTWOOD & RIVERHEAD CAMPUSES

720 Northern Boulevard  
Brookville, NY 11548

#### Office of the Registrar

T: (516) 299-2756  
F: (516) 299-2330

Email: [post-registrar@liu.edu](mailto:post-registrar@liu.edu)

#### Office of Student Financial Services

T: (516) 299-2323  
Email: [post-sfs@liu.edu](mailto:post-sfs@liu.edu)