



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

- 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 Enrollment Services Office 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 Enrollment Services Office.
- We recommend that you seek assistance from your advisor and/or the Enrollment Services Office prior to submission. 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 Enrollment Services Office using the information below.

ACTIONS REQUIRING SPECIFIC CONSENT

The following actions may require special administrative or departmental consent:

- Closed Courses
- Courses with restricted registration
- Credit Overloads
- HEOP Program Drops
- Late Adds
- Requisite and Co-Requisite Overrides
- Resident Student Drops
- Service Indicator Overrides
- Student Athlete Drops
- 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 or contact the Enrollment Services Office using the information listed below.

CONTACT INFORMATION

LIU BROOKLYN AND HUDSON CAMPUSES

Enrollment Services Office

1 University Plaza, S310
Brooklyn, NY 11201

T: (718) 488-1013

F: (718) 488-1589

Email: brooklyn-enrollmentservices@liu.edu

LIU POST, BRENTWOOD & RIVERHEAD CAMPUSES

Enrollment Services Office

720 Northern Boulevard, Kumble Hall
Brookville, NY 11548

T: (516) 299-2756

F: (516) 299-2330

Email: post-enrollmentservices@liu.edu